

State Land Information Management System (SLIMS) Redesign

Business Requirements Document

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Department of Land and Natural Resources
Land Division

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December 8, 2015



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INTRODUCTION

This report details the functional business requirements for the Department of Land and Natural Resources (DLNR) Land Division (LD) for a new State Land Information Management System (SLIMS). LD's existing SLIMS system is the primary tool for managing its land and encumbrances, such as leases, permits, rights of entry, and easements. It was implemented in the year 2000, and although the application has served its purpose over the past 15 years, LD's business has changed and the existing SLIMS application no longer meets LD's business needs. The application needs to be redesigned and brought up to modern computing standards.

This BRD report is one of two reports developed as part of the SLIMS redesign project. The second report is the Technical Specifications Document (TSD), and it details the technical requirements for the new SLIMS system.

The data assembled in the BRD was collected through a comprehensive series of workshops, small group meetings and conference calls with stakeholders representing a wide range of responsibility and interaction with SLIMS.

The structure of the project management approach started with the identification of a core project team representing key functional areas that work with SLIMS, including disposition (district land officers), central processing (CP), fiscal and information technology. These project team members were tasked to provide oversight and direction for the project. This team established a full list of internal and external stakeholders who would be impacted by a system change.

Information gathering started with two workshops with division staff representing all functional areas and geographic locations. The first workshop focused on identifying, clarifying and validating the primary issues around the current implementation of SLIMS and establish the goals and objectives of the requirements gathering initiative. The second workshop defined current processes and tasks related to SLIMS functionality, potential process improvement opportunities, and the requirements of a redesigned system.

Following the workshops, functional area group meetings were organized to discuss current system usage, processes, issues and desired future functionality. In addition to the functional areas named above, meetings were held with Land Division staff representing appraisals, abstractors, and special projects.

As part of a larger information and data ecosystem, SLIMS stakeholders also include other divisions, departments and agencies that interface with Land Division. Data collection meetings were held with representatives from other DLNR divisions including State Parks, Forestry and Wildlife, and Boating and Ocean Recreation. Other state agencies that were interviewed include Department of Accounting and General Services (DAGS) Land Survey, Department of the Attorney General, the Office of Hawaiian Affairs and Office of Conservation and Coastal Land. The City and County of Honolulu Real Property Assessment Division, and the County of Kauai, County of Maui and County of Hawaii Real Property Tax Offices were also interviewed.



Finally, to assess the capabilities of current commercial off-the-shelf (COTS) property management software, product demonstrations were held with Yardi (current SLIMS platform) and Infor (current state software provider for asset management). The primary purpose of these meetings was to compare the existing functionality of SLIMS, and key functional requirements with the out-of-the-box functionality of these software vendor packages.

The following report is a consolidation of the information captured through this investigative process and documentation of the functional requirements as defined by system stakeholders.

A. STAKEHOLDERS

This section identifies the primary stakeholders use the SLIMS system or rely on SLIMS data, including those at LD, other divisions within DLNR, other departments within the State, and County agencies.

Stakeholders	Department/Company	Function/Role	Interest/Need	Use of SLIMS
<i>Who are the individuals that will be positively or negatively affected by the project results?</i>	<i>Who are the entities that will be positively or negatively affected by the project results?</i>	<i>What is the function or role of the stakeholder?</i>	<i>What are the interests and needs of the identified stakeholder in relation to the project results?</i>	<i>How does the stakeholder interface with SLIMS? What task or task component do they perform on SLIMS? This could be entering new data or transactions, editing or correcting, viewing, researching, reporting, exporting, etc.</i>
Mahoe Collins	Abstractors	Abstractor	User-friendly, historical data seen at a glance, more training	Read access to SLIMS to research parcels/property for Abstract Report creation. SLIMS provides information helpful to identifying printed (hard-copy) legal documents.
Sose Sauvao	Abstractors	Assistant Abstractor	User-friendly, historical data seen at a glance, more training	Read access to SLIMS to assist in the research of parcels/property for Abstract Report creation.
Russel Tsuji	Administration	Administrator	SLIMS upgrade and enhanced functionality, including interest calculations, notices to more than one mortgage or insurance company, etc.	Read access, issues research requests for encumbered/unencumbered lands, etc.
Darlene Nakamura	Appraisal	Real Estate Specialist	Improved ad-hoc reporting and filtering capabilities	Read access, generates/filters Rent Reopening Report, researches parcels/property for lease/rent information, unencumbered lands for jurisdiction, and new dispositions
Pam Matsukawa	Appraisal	Appraisal and Real Estate Specialist	To make it easier to gather data.	Read access to research parcels/property for lease/rent information for appraisal submittals to the board, mediations and arbitration.

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Jeanean Imanaka-Kaneshiro	Attorney General Office	Paralegal	To have all leases from DLNR Harbors and State Parks in SLIMS, view access across all security zones	Read access for searching data in SLIMS to prepare documents
Linda Chow	Attorney General Office	Deputy Attorney General	To have all leases from DLNR Harbors and State Parks in SLIMS, view access across all security zones	Read access for searching data in SLIMS to prepare documents
Kim Keliioomalu	Central Processing	Compliance Specialist	User Friendly	Read/Write access-Supervises CP data entry staff, verifies and approves Data Collection Forms (DCF) prior to data entry into SLIMS.
Tracy Oshiro	Central Processing	Assistant Compliance Specialist	Updated SLIMS w/more easy to use function for reports, essentially keep same information for data management purposes.	Read/Write access-Creates DCF in preparation for data entry into SLIMS, data enters DCF data into SLIMS for New, Renewed, Revised, Leases, etc.
Buppa Bennett	Central Processing	Assistant Compliance Specialist	To make it easier and faster to input data.	Read/Write access-Creates DCF in preparation for data entry into SLIMS, data enters DCF data into SLIMS for Insurance Certificates, Bonds, and Inspection Reports, etc.
Kenneth Van Bergen	County of Hawaii Office Real Estate Office	Count Tax Contact	Create/modify TMKs	Provides TMKs for SLIMS but does not access SLIMS directly
Diane Murata	County of Honolulu	County Tax	Create/modify TMKs	Provides TMKs for SLIMS but does not access SLIMS

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	Real Estate Office	Contact		directly.
Jason Flores	County of Honolulu Real Estate Office	County Tax Contact	Create/modify TMKs	Provides TMKs for SLIMS but does not access SLIMS directly.
Steve Hunt	County of Kauai Real Estate Office	County Tax Contact	Create/modify TMKs	Provides TMKs for SLIMS but does not access SLIMS directly.
Carol Reimann	County of Maui Real Estate Office	County Tax Contact	Create/modify TMKs	Provides TMKs for SLIMS but does not access SLIMS directly.
Reid Siarot	DAGS Survey Division	State Surveyor	Review of dispositions, etc.	Read access to SLIMS to see dispositions, report for new/canceled leases emailed to county annually.
Gordon Heit	District Land Office - Hawaii	District Land Agent	Easier to read loan and lease into, more training	Read access to SLIMS to research parcels/property general/historical information related to disposition. SLIMS provides information helpful in identifying printed (hard-copy) legal documents.
Candace Martin	District Land Office - Hawaii	Land Agent	To make it easier to gather data	Read access to SLIMS to research; if land is current on insurance, rent, bond, encumbered or unencumbered, general/historical information related to disposition. SLIMS provides information helpful in identifying printed (hard-copy) legal documents.
Sara Hamasaki	District Land Office - Hawaii	Secretary for HDLO	User friendly, treat notice of defaults	Read access to SLIMS to research; if land is current on insurance, rent, bond, encumbered or unencumbered, general/historical information related to disposition. SLIMS provides information helpful in identifying printed (hard-copy) legal documents.
Marvin Mikasa	District Land Office - Kauai	District Land Agent	More user friendly, more training	Read access to SLIMS to research; if land is current on insurance, rent, bond, encumbered or unencumbered,



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				general/historical information related to disposition including board submittal actions. SLIMS provides information helpful in identifying printed (hard-copy) legal documents.
Audrey Bonilla	District Land Office - Kauai	Secretary for KDLO	More user friendly, more training	Read access to SLIMS to research; if land is current on insurance, rent, bond, encumbered or unencumbered, general/historical information related to disposition including board submittal actions. SLIMS provides information helpful in identifying printed (hard-copy) legal documents.
Daniel Ornellas	District Land Office - Maui	District Land Agent	More user friendly, more training	Read access to SLIMS to research; if land is current on insurance, rent, bond, encumbered or unencumbered, general/historical information related to disposition including revocable permits, general leases. SLIMS provides information helpful in identifying printed (hard-copy) legal documents.
Debra Yoshimi	District Land Office - Maui	Document Specialist	More user friendly, more training	Read access to SLIMS to research; if land is current on insurance, rent, bond, encumbered or unencumbered, general/historical information related to disposition including board submittal actions. SLIMS provides information helpful in identifying printed (hard-copy) legal documents.
Larry Pacheco	District Land Office - Maui	District Land Agent	More user friendly, more training	Read access to SLIMS to research; if land is current on insurance, rent, bond, encumbered or unencumbered, general/historical information related to disposition including revocable permits, general leases. SLIMS

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				provides information helpful in identifying printed (hard-copy) legal documents.
Barry Cheung	District Land Office - Oahu	District Land Agent	More functionality	Extracts data for ad-hoc reporting, research for inquiries; check tenant's account if land is current on insurance, rent, bond, encumbered or unencumbered, subleases, general/historical information related to disposition including board submittal actions. SLIMS provides information helpful in identifying printed (hard-copy) legal documents.
Dennis Takahashi	Fiscal	Accountant Supervisor	Financial reports that are accurate and timely for closing purposes. Report receivables - TDR's (Treasury Deposit Receipts)	Read/Write access-Supervises Fiscal department
Lea Reyes	Fiscal	Accountant	Accounting reports	Read/Write access-Validates inputs and data, creates reports for OHA, DOA, DHHL, SLDF, generates revenue detail report, year-end closing
Raine Doi	Fiscal	Accounting Clerk	Mainly report to generate timely, pre-payments and fees applied correctly	Read/Write access-Data input; extension of lease, rental reopenings, changes in billing, refunds, monthly close, and reports for other divisions
Linda Kawakami	IT	IT Specialist	Web Based, requesting easier account maintenance and administration	Administrator rights-Sets up new users on SLIMS (requires new user accounts to be setup on SLIMS, Novel and Citrix), deactivates old users, runs queries to extract data, sometimes restores data

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Lila Loos	IT	IT Manager	Security, PII, availability, redundancy, accuracy	Administrator rights-Supervises IT, manages SLIMS IT support
Ian Hirokawa	Special Projects	Special Project Coordinator	More useful, more readable.	Read access-Researches general/historical information related to shoreline certification, seaward
Calen Miyahara	Special Projects	Special Project Coordinator	Historical data seen at a glance	Read access-Researches permits, encroachments and user conflicts relating to the shoreline
Barbara Lee	Special Projects	Project Development Specialist	User friendly, extract data, intuitive, search more than one TMK at a time	Read access-Extracts data/runs queries in regards to JTMD (tsunami debris)and UXO (unexploded ordinance) removal, works with military land issues
Stephen Soares	State Parks	Property Manager	Coding issue in SLIMS accounting	Read access
Steve Lau	State Parks		Reporting on Gross Revenues, online self-service payment abilities	Read access
Sean Cleveland	Vendor - Software	Infor	Potential property management solution to replace SLIMS.	None, except if selected as replacement system then legacy data from SLIMS will be converted
Spencer Stewart	Vendor - Software	Yardi	Potential property management solution to replace SLIMS.	Yardi Sales Representative for DLNR
Koalani Kaulukukui	OHA		SLIMS reports; List of Trust Land Status Updates, Land Inventory, and Land	Read access-Research TMKs and Public Land Trust Status



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			Inventory Report	
Luci Meyer	OHA		SLIMS reports; List of Trust Land Status Updates, Land Inventory, and Land Inventory Report	Read access-Research TMKs and Public Land Trust Status
Zack Smith	OHA		SLIMS reports; List of Trust Land Status Updates, Land Inventory, and Land Inventory Report	Read access-Research TMKs and Public Land Trust Status
Jan Pali	DOFAW	Forestry Watershed Planner	Access to EO, Easements, Board Submittals, etc.	Read access-Research on EO, Lease, Revocable Permits using TMKs
Moana Rowland	DOFAW	Land Title Abstract	Access to EO, Easements, Board Submittals, etc.	Read access-Research on EO, Lease, Revocable Permits using TMKs
Dwight Matsuaki	DOFAW	GIS Database Coordinator	Access to EO, Easements, Board Submittals, etc.	Read access-Research on EO, Lease, Revocable Permits using TMKs
Dave Penn	DOFAW	Wildlife Access & Acquisitions Coordinator	Access to EO, Easements, Board Submittals, etc.	Read access-Research on EO, Lease, Revocable Permits using TMKs
Kevin Yim	DOBOR		Billing via Fiscal	Read access
Megan Statts	DOBOR		Billing via Fiscal	Read access

B. EXTERNAL AGENCIES

The DLNR Land Division interacts with various other DLNR divisions, other departments, and external agencies.

This section details those interactions for each division, department or external agency listed and details their specific functional business requirements and how they utilize SLIMS information either directly or indirectly on regular basis.

i. DLNR Division of Boating and Ocean Recreation (DOBOR)

The Division of Boating and Ocean Recreation (DOBOR) enriches the lives of Hawaii's residents and visitors by providing facilities for recreational boating and supporting opportunities for ocean activities. To preserve Hawaii's natural and cultural resources, while ensuring public access to State waters and enhancing the ocean experience. DOBOR responsibilities include facility development, management, operation and repair. Regulating boating facilities and recreational use of waters of the State.

- 20 Small Boat Harbors
- 16 Independent Boat Ramps
- Eight Offshore Moorings
- Five Landings
- Four Public Shorelines
- Four Wharves
- Two Deep Draft Harbors

DLNR Division of Boating and Ocean Recreation (DOBOR)			
Tracking Number	Information/Issue	Importance	Notes
EA-01	DOBOR has its own accounting system to handle lease rent for slips, offshore moorings, etc.	High	System is called BARS. There are approximately 2,500 slips statewide that are handled on this system.
EA-02	DOBOR has read/write access to SLIMS	High	Boating enters cash receipts into SLIMS <ul style="list-style-type: none">• Has approximately 30-40 land accounts in SLIMS called Fast Lands• Fast Lands are billed by a defined amount; appraised value only• Fast lands include tenants in the harbors, e.g., convenience store, restaurants.• Boating receives payments, deposits money in bank, gives receipts to Fiscal, and Fiscal processes the

DLNR Division of Boating and Ocean Recreation (DOBOR)			
Tracking Number	Information/Issue	Importance	Notes
			payments in SLIMS <ul style="list-style-type: none"> All other accounting for slips are in BARS
EA-03	DOBOR receives a monthly aging report from Fiscal	High	
EA-04	DOBOR will replace their current accounting system due to system deficiencies.	Medium	Will migrate their 30 SLIMS accounts into their new system once it's up and running
DOBOR wish list:			
EA-05	Report showing which properties are generating the most revenues	Medium	

ii. DLNR Division of State Parks

The State Parks Division manages and administers 52 state parks encompassing nearly 25,000 acres on the five major islands. These parks offer varied outdoor recreation opportunities. The park environments range from landscaped grounds with developed facilities to wildland areas with trails and primitive facilities. Issues camping permits.

DLNR Division of State Parks			
Tracking Number	Information/Issue	Importance	Notes
EA-06	State Parks has read only access to SLIMS.	High	To view account set up, manage property billing, etc.
EA-07	Land Division has transferred jurisdiction over some dispositions, pursuant to executive orders, to State Parks, such as revocable permits for Camp Erdman in Waialua.	High	These used to be managed by Land Division but are now managed by State Parks
EA-08	Fiscal handles State Parks accounting in SLIMS, due to a lack of resources and training.	High	DLNR Fiscal Revenue Account Clerk establishes new accounts for State Parks DLNR Fiscal Cashier posts checks, deposits, and enters coding.
EA-09	Financial transactions are submitted to Fiscal via the Cash Transmittal Report and Fiscal enters the information into SLIMS.	High	
EA-10	All rent, permit fees and dispositions are entered into SLIMS via Fiscal.	High	
EA-11	State Parks accounts are identified with a preceding SP or S.	High	There are approximately 200 State Parks accounts in SLIMS.
EA-12	When a payment is received State Parks may only tie one source code to one appropriation. They would like the new system to have the flexibility to have multiple appropriations for the same source code.	High	Revenue splits capability is currently in SLIMS, i.e., revenue split for Diamond Head. 50% stays with Diamond Head and 20% is given to OHA. State Parks would like to confirm that the new SLIMS will be able to handle having one source code mapped to multiple appropriation codes.
EA-13	State Parks manages their own property on Excel spreadsheets.	High	State Parks has no property management software.

DLNR Division of State Parks			
Tracking Number	Information/Issue	Importance	Notes
State Parks wish list:			
EA-14	<ul style="list-style-type: none"> • Write access to SLIMS similar to LD • Either to use as much SLIMS functionality as possible, similar to Land Division, to manage their own properties, or to have their own property management system. • To avoid having multiple spreadsheets to track lease administration when this could be handled by a system like SLIMS. Tracking spreadsheets include: <ul style="list-style-type: none"> ○ Leasing permits ○ Non-monetary management of data ○ Detailed reporting capabilities 	High	<p>State Parks needs either SLIMS, or their own system to:</p> <ul style="list-style-type: none"> • Upload leases • Track rent • Review revenue histories • Run detailed reports <p>Reporting on gross revenues is difficult for State Parks</p> <p>Possibly change the 'Owner' field to a 'Jurisdiction' field to be more accurate and make reporting for State Parks easier.</p>
EA-15	State Parks issues many permits dealing with commercial revenue which are all paper-based and difficult and time-consuming to process. Would like the requester to fill in their information and pay online for commercial tours, revocable permits, etc.	High	Currently camping and lodging permits are self-service entered online. Parks would like to have online self-service for commercial permitting and receive one check. Would also like to have this data added to SLIMS.

iii. DLNR Division of Forestry and Wildlife (DOFAW)

The mission of DLNR's Division of Forestry and Wildlife is to responsibly manage and protect watersheds, native ecosystems, and cultural resources and provide outdoor recreation and sustainable forest products opportunities, while facilitating partnerships, community involvement and education.

DLNR Division of Forestry and Wildlife (DOFAW)			
Tracking Number	Information/Issue	Importance	Notes
EA-16	DOFAW has read access to SLIMS and views various information, including: <ul style="list-style-type: none"> Account set up to manage property billing Research on, EOs, leases, permits, using TMK numbers Tracking land permits, rents, payments (not all DOFAW permits are in SLIMS) 	High	Fiscal bills DOFAW tenants for permits that are currently in SLIMS.
EA-17	DOFAW fills out Fiscal Memo and provides necessary documentation to make changes to SLIMS.	High	
EA-18	DOFAW sends deposits from various revenue/projects to Fiscal.	High	If check is sent direct to Fiscal, it is forwarded to DOFAW to determine the point-of-contact, who then returns it to Fiscal for processing.
EA-19	DOFAW does not run any reports, but does research using SLIMS. Fiscal sends reports to DOFAW.	High	Fiscal generates a monthly receivable aging report for DOFAW.
DOFAW wish list:			
EA-20	<ul style="list-style-type: none"> More standard TMK syntax in SLIMS To see all forest reserve encumbrances recorded in SLIMS Simplify querying in SLIMS, such as utility easements on forestry reserves by type Access to the scanned 	High	

DLNR Division of Forestry and Wildlife (DOFAW)			
Tracking Number	Information/Issue	Importance	Notes
	<p>documents of EOs, easements, etc.</p> <ul style="list-style-type: none"> • Access to Board Submittals • Would like a better way to track their obligations for both public and private lands (although private lands are not in SLIMS) • To add 'Federal Matching Grants' indicator to property record in SLIMS (could be on an 'Other' button). Some are currently noted in SLIMS. <ul style="list-style-type: none"> ○ Percent of land value used for Federal Matching ○ Need mobile capability to access SLIMS (for inspections) ○ Need GIS to see special data and aerial imagery (e.g., water tanks) 		
SLIMS issues:			
EA-21	Sometimes county has title and management, but state and federal still have some oversight responsibility, and should be noted in SLIMS	Medium	Add field to new SLIMS to note this
EA-22	Sometimes there are multiple funding sources and should be noted in SLIMS	Medium	Federal, private, State, etc.
EA-23	Need to note in SLIMS private land transactions where state gains an interest, e.g., 'right of way'.	Medium	Add field to new SLIMS to note this
EA-24	DOFAW may be able to give Land Division GIS spatial data if needed for the new SLIMS	Medium	

iv. Office of the Attorney General (AG)

The Attorney General (AG) Land Division provides legal services to both the Department of Land and Natural Resources (DLNR) and the Department of Transportation (DOT). These assignments include servicing all divisions of the DLNR (Aquatic Resources, Boating, Conservation and Resources Enforcement, Forestry and Wildlife, Land, State Historic Preservation, State Parks, and Water Resource Management). The division also provides services to the following attached commissions, boards, or agencies: Kaho'olawe Island Reserve Commission, Natural Area Reserves System Commission, Bureau of Conveyances, the four island Burial Councils, Hawaii Historic Places Review Board, Hawaii Invasive Species Council, Commission on Transportation, State Highway Safety Council, and Medical Advisory Board. The Land/Transportation Division handles a number of cases involving the State as a landlord and as a source of permits or as regulator. The division is responsible for all quiet title actions involving the State. The division prepares land disposition documents for the DLNR. The division reviews for legality its clients' contracts and administrative rules. The litigation that the division handles includes enforcement actions for violations of the State Historic Preservation law and the law governing land use in conservation districts and actions for damage to natural resources of the State.

Office of the Attorney General			
Tracking Number	Information/Issue	Importance	Notes
EA-25	AG has read-access to SLIMS	High	AG uses SLIMS every day as a resource to support all DLNR divisions. Researches documents and has ability to download and print attached documents. Deals with all the EOs, leases, etc. AG drafts all leases, easements, etc. for DLNR AG is the only agency that issues EOs; AG is the Board of Land and Natural Resources' attorney DLNR Land Division only drafts revocable permits.
EA-26	AG also has access to DLNR document drives; K, L and J drive.	High	J drive has scanned images of executed and filed documents, but is not complete (J drive images are sharper than from SLIMS due to Citrix image resolution limitations. K drive has the operations working document folder for in-process documents. L drive is the temporary resources folder, library of resources, e.g., AG checklist, letterhead.
AG wish list:			
EA-27	• Better print and download	High	

Office of the Attorney General			
Tracking Number	Information/Issue	Importance	Notes
	<p>functions from SLIMS which currently do not work correctly (first page doesn't print).</p> <ul style="list-style-type: none"> • Direct printing and downloading from SLIMS would make it more efficient. • All leases from DOBOR and State Parks in SLIMS • A method to directly upload new leases to SLIMS (write access) • TMKs in a more consistent format 		
SLIMS Issues:			
EA-28	Sometimes SLIMS does not have a complete file, must go to J drive for remaining docs.	Medium	For example, SLIMS may show original lease but might not show if it was extended or amended.
EA-29	SLIMS does not have a document management system.	Medium	Needs to be better integration between J drive and SLIMS.
EA-30	For EO history AG's Office must check several different areas to gather all information. Ideally all EO data to be aggregated in SLIMS.	Medium	DAGS has good data (CSF files) and has history on EOs. SLIMS does not have all EO history.
EA-31	SLIMS doesn't track prior state lands (sold to private, etc.)	Low	

v. DAGS Land Survey Division

The Department of Accounting and General Services (DAGS) Land Survey Division's mission is to provide field and office land survey assistance for State agencies, including Land Court and other government jurisdictions. Responsibilities include: Prepare, furnish and maintain maps and descriptions of all public lands required by other State agencies for the issuance of Governor's Executive Orders, general leases, and grants of easements as well as the sale of government lands or purchase of private lands for public purposes.

DAGS Land Survey Division			
Tracking Number	Information/Issue	Importance	Notes
EA-32	DAGS Land Survey Division previously had read-only access to SLIMS, but access was removed between the DLNR and DAGS networks due to network security concerns. Currently DAGS Land Survey Division does not have any direct access to SLIMS and calls for information.	High	<p>DAGS Land Survey Division needs to know what dispositions, previous work or actions occurred on a specific parcel.</p> <p>County and other records are not always up to date. The information in SLIMS is one method of determining if the information that DAGS Land Survey Division has is accurate. This is done by viewing history, maps, etc., in chronological order.</p> <p>DAGS Land Survey Division needs to know if the map they are working with will form a part of a lease or other document, i.e., Land Office Deed (LOD).</p>
EA-32	Copy of Survey Furnished (CSF) is provided by DAGS Land Survey Division and it is assigned a unique sequential number that is not contained in or part of the TMK number.	High	Key document (w/corresponding map) that DAGS Land Survey is responsible for including updating and verifying its accuracy. The CSF number is in SLIMS under individual lease under the Lease Area button, and needs to be in the new SLIMS.
EA-33	Research is conducted on surrounding or adjoining properties to ensure maps are updated, current and correct.	High	This research is related to the CSF document.
EA-34	Need to know original Land Commission grant, title, deed, any prior projects, all history, easements granted, EOs, etc.	High	Part of historical research

DAGS Land Survey Division			
Tracking Number	Information/Issue	Importance	Notes
DAGS Land Survey wish list:			
EA-35	Read-access to SLIMS	High	Need to resolve network security issue that terminated previous access.
EA-36	<p>The ability to put the following information into SLIMS for reference;</p> <ul style="list-style-type: none"> • CSF number • Date of CSF • Non-exclusive access • Civil case info (quiet title) 	Medium	May be accomplished by giving DAGS Land Survey Division write-access to the new SLIMS system, dependent upon security constraints.
EA-37	<p>System notification process (for lease changes or new lease) to:</p> <ul style="list-style-type: none"> • County Tax • DAGS Land Survey 	High	
EA-38	<p>All information relative to properties, including:</p> <ul style="list-style-type: none"> • Certified Shorelines • History: original land titles, royal patents, land patents • Current land registration • Acquisition information • Deeds • Leases 	High	May be accomplished by giving DAGS Land Survey Division read access to the new SLIMS system, dependent upon security constraints, and the availability of this information in SLIMS (i.e., Certified Shorelines is not in SLIMS).

vi. City and County of Honolulu Real Property Assessment Division

The Division's mission is to annually provide the City Council of Honolulu with a certified assessment roll. The Council uses this roll to set the tax rates for eight general land classes, which generates property tax revenues for the City. To accomplish its mission, the division identifies real property parcels and respective owners; appraises parcels; processes exemption and dedication claims filed; notifies owners of the assessments placed on their respective properties; settles real property assessment and tax appeals; and maintains and updates maps, ownership records, valuation records, and computer and other required files.

City and County of Honolulu Real Property Assessment Division			
Tracking Number	Information/Issue	Importance	Notes
EA-39	Counties have no direct access to SLIMS.	Low	The counties must receive lease changes in writing or via email.
EA-40	General lease account information, such as transfers, new and expired leases, is sent annually to the County. County is unaware of changes outside of annual reporting (i.e., individuals may complain after receiving an incorrect tax bill on land that they no longer lease), so they must call DLNR for update and confirmation.	High	DLNR IT is responsible for sending annual spreadsheet of General Lease updates to County (September timeframe). Tax Office Report used to be received from DLNR on a regular basis; a spreadsheet, with image files (PDFs) of related documents for new/updated leases, etc.
EA-41	Create/split/combine TMKs – Based upon changes to parcels, related to leases (e.g., parcel splits, combines). County subsequently assigns/updates corresponding TMKs.	High	Would like to see county lease information updated on quarterly basis using an auto-generated report from SLIMS. DLNR TMK listing is approximately 3-5 years behind the County.
EA-42	No reports are currently being sent to DLNR from the County Tax Office.	High	When changes to tax maps are made at the County, copies are distributed within the tax department only. DLNR could be copied on changes to state land TMKs. Changes are distributed on an ad-hoc basis, with no set frequency. However, the internal reporting of TMK changes/updates is done months before public-facing tax maps are updated. Set a schedule of DLNR receiving the TMK changes listing for state lands. Request from DLNR Chair to County Chair needed. County will check with their IT department

City and County of Honolulu Real Property Assessment Division			
Tracking Number	Information/Issue	Importance	Notes
			to see if DLNR can remote in to their tax database. Sketch of new/updated TMKs are on tax system, but final maps do not get updated right away due to workload.
City and County of Honolulu Real Property Assessment Division wish list:			
EA-43	<ul style="list-style-type: none"> To have AG EO actions on land transfers To have view access to SLIMS, this would allow County to run the reports on lease changes instead of needing DLNR to generate and send to tax. New leases, changes/amendments, etc., all in one group instead of in sections. 	High	

vii. Neighbor Island County Real Property Tax Offices (Kauai, Maui, and Hawaii)

The Neighbor Island County Real Property Assessment Office's purpose is to assess all properties within each County and to provide accurate, uniform and timely assessment information; maintain the updated ownership information; and create and revise tax maps for all of properties annually.

The neighbor island counties include:

- Kauai County (Kauai and Niihau)
- Maui County (Maui, Molokai and Lanai)
- Hawaii County (Big Island)

Neighbor Island County Real Property Tax Offices (Kauai, Maui, and Hawaii)			
Tracking Number	Information/Issue	Importance	Notes
EA-44	Neighbor Island Real Property Tax Offices have separate systems but are running the same software. Some years ago all Real Property Tax offices used to be on one system then it moved to the IAS system which is uniquely formatted to each island.		If needed, it would be more difficult to do an automated interface to separate systems.
EA-45	Maui is in the process of implementing Tyler Technologies (Intergov), completion date is not known at this point. Maui is using GIS within real property to implement all map changes, it is integrated with IAS but the maps project interdepartmentally is not a fully functioning system yet. Information is obtained by manual importing of line work into the GIS database.		
EA-46	Permitting is based on a TMK relative to a parcel but not actually tracked on the GIS map.		DLNR will not be including geo-referencing in the new SLIMS system. DLNR issues monthly Revocable Permits based on a parcel number and area. Manual process which use paper and markers to mark out the area. (DLNR has no resources to survey all the RPs.)
EA-47	Ownership changes within State		

Neighbor Island County Real Property Tax Offices (Kauai, Maui, and Hawaii)			
Tracking Number	Information/Issue	Importance	Notes
	agencies require tax map changes if it's a subdivision approval, and conveyed, with a recorded document.		
EA-48	<p>Kauai; when a lease is received on a portion of a parcel the process is to create a condo for assessment purposes only.</p> <p>The last four digits in the TMK string is usually four zeros but with condos the last four digits are used to identify the condo. Exception; if the whole TMK number is filled up then they would not do a condo. If lessee takes up the entire parcel then no condo is created.</p>		The Kauai public website shows the lessees attached to those condos.
EA-49	Kauai creates areas and artificial CPRs for assessment purposes only to acknowledge the different uses and structures of a given property, the balance would be non-taxable because it's still in the state but they would be able to identify the different areas of the lease and allow proper billing.		Not the same as a co-tenancy purchase.
EA-50	Kauai County is getting ready to GIS reference a CPR layer, and if the plot plans are available to go with the leases they could create a CPR as a layer.		Could potentially be shared with DLNR.
EA-51	Maui; the entire property is assessed by appraisers then the lessee gets a tax bill for their portion. But the TMK would stay the same. TMKs used to be issued (for condos etc.) but it created a lot of problems. Maui uses the last four of the TMK to indicate the Condominium Property Regime		

Neighbor Island County Real Property Tax Offices (Kauai, Maui, and Hawaii)			
Tracking Number	Information/Issue	Importance	Notes
	(CPR).		
EA-52	Maui; CPR is used for any government lands (except airports) such as a wind farm and is coded with a 6 number series in the four digit CPR space.		The four digits are just an identifier and not a new CPR.
EA-53	Big Island and Kauai; attaches CPR to the base TMK if original usage is different from current usage.		
EA-54	DAGS Survey posts 90% of Land court maps on their site including the CSF maps, and there is the ability to search using the CSF number on the website.		
EA-55	The current law requires agencies to record any lease over a year. The ordinance language is from HRS and includes any pasture leases or AG leases that should be filing the lease with the Real Property Tax offices with a petition to dedicate, and must also include a description of the lease usage.		
Neighbor Island County Real Property Tax Offices (Kauai, Maui, and Hawaii) wish list:			
EA-56	There is currently no capability where agencies can tap into a statewide mapping system.		A single state-wide shared GIS system would be good.
EA-57	All Real Property Tax offices used to receive Tax Office Report spreadsheets from DLNR. All islands would like to start getting the Tax Office Report again, showing the listing of new or changed leases.		Continue to receive the Tax Office Report. The corresponding lease documents need to be included. PDF versions of lease documents would be preferred over a spreadsheet for all neighbor islands except Maui. Maui would prefer both PDF and spreadsheet. DLNR will set up a protocol within the Real Property Tax offices to contact each other when changes to TMKs are being made.

Neighbor Island County Real Property Tax Offices (Kauai, Maui, and Hawaii)			
Tracking Number	Information/Issue	Importance	Notes
EA-58	<p>All islands have a problem getting timely lease and cancelation notifications.</p> <p>DOBOR not informing Real Property Tax offices of new permits, i.e., ticket booths at the Lahaina harbor.</p> <p>Some tenants are not paying taxes, not all documentation on who is permitted to use current ticket booths is being sent to Real Property Tax offices. Also there is no reference that they have to pay property taxes.</p> <p>When the DOT jurisdiction of recreational harbors went to DLNR some permitting paper work did not include a reference that the lessees need to pay property tax.</p>		DLNR will address.
EA-59	Kauai would like to see the new SLIMS redesign to be GIS based as they will be heading in this direction.		
EA-60	All neighbor islands would like view access to SLIMS, replacing the need of DLNR to periodically send reports to the Real Property Tax offices.		
EA-61	Neighbor islands also need ability to view Annual Disposition Reports, Maui also interested in easements as they affect value.		
EA-62	All islands need timely documentation with the plot plans and lease terms, but do not need to see lease rents.		

viii. Office of Hawaiian Affairs (OHA)

The Office of Hawaiian Affairs is a public agency with a high degree of autonomy. OHA is responsible for improving the well-being of Native Hawaiians. OHA is governed by a Board of Trustees made up of nine members who are elected statewide to serve four-year terms setting policy for the agency. OHA is administered by a Chief Executive Officer (Ka Pouhana) who is appointed by the Board of Trustees to oversee a staff of about 170 people. OHA grew out of organized efforts in the 1970s to right past wrongs suffered by Native Hawaiians for over 100 years. Hawaiians' newfound activism brought their plight to the consciousness of the general public, leading grassroots leaders to propose, at the time, that income from land taken from the illegal overthrow of the Hawaiian Kingdom be used to benefit Hawaiians. After voters of all backgrounds agreed, OHA was born in 1978.

A percentage of revenue of certain trust lands managed by DLNR goes to OHA. Statewide public land trust revenue goes to OHA (\$3.775 million per quarter). If additional revenue is generated, B&F has a trust holding account. Currently, overages do not return to originating departments.

Office of Hawaiian Affairs (OHA)			
Tracking Number	Information/Issue	Importance	Notes
EA-63	Read-access to SLIMS. OHA personnel have individual SLIMS login accounts	High	<ul style="list-style-type: none"> Primarily used to research TMKs and public land trust status (5a, 5b, etc.) Searching/research of leases Download/print related PDF documents (from SLIMS only) No access to network drives; J, K, L OHA is interested in land trust status, not in tenants
EA-64	SLIMS has 5B and 5E reports specifically for OHA. Also runs SLIMS property report about twice a year. Used for basic inventory (for all properties). Downloads and saves file.	High	OHA reports in SLIMS: <ul style="list-style-type: none"> SLIMS OHA Recur (Step 1 Property) SLIMS OHA Recur (Step 2 Tenant)
EA-65	OHA currently uses three reports in SLIMS, OHA can copy and paste these reports to their system <ul style="list-style-type: none"> SLIMS List of Trust Land status updates (under Reports, Property) SLIMS Land Inventory 	High	Although SLIMS allows export of reports to Excel, because remote access is provided by Citrix, there is no direct export to OHA. The report would be exported on the Citrix server, and then need to be copied or manually emailed to OHA.

Office of Hawaiian Affairs (OHA)			
Tracking Number	Information/Issue	Importance	Notes
	(under Property) <ul style="list-style-type: none"> Tenant/Land Inventory Report 		
OHA wish list:			
EA-66	<ul style="list-style-type: none"> The format of the TMK number in SLIMS to be more consistent (sometimes it's missing a digit, colon, etc.) Multiple TMKs and dummy TMKs are difficult to deal with and require clean-up during data export/reporting, would like to see discrete TMKs (so less data manipulation is required) Would like timely TMK changes and sales of trust lands Accuracy of the trust land status, sometimes there is no trust land status listed, or trust land status is listed as multiple, or trust land status is listed as 'multiple' (the abstractor would have to research those with blank and 'multiple' trust land status fields) Timely notification via email when there are TMK changes, and sales of trust lands, and changes to trust land status Automatic updates: <ul style="list-style-type: none"> TMK changes Sales of remnants and trust lands Changes to trust land 	High	<p>Wants the 9-digit TMK number, each county (Molokai and Lanai is under Maui county) has an added digit</p> <p>OHA would like to keep the Changes to Trust Land Status report in the redesigned in SLIMS.</p>

Office of Hawaiian Affairs (OHA)			
Tracking Number	Information/Issue	Importance	Notes
	status-automatic updates		
SLIMS Issues:			
EA-67	No automated interface or automated transactions with OHA systems.	Low	Manual data report/export from SLIMS to link to OHA data and put into OHA GIS
EA-68	PLTIS is updated with the trust land status once a year, last time was in April.	Medium	Accurate PLTIS data is needed, if wrong data is found, OHA forwards to DLNR to correct
EA-69	OHA and DLNR created a form for Act 178 reporting, but DLNR does not use the form.	Low	Property code is used on the form but the TMK is needed on the report <ul style="list-style-type: none"> • DOFAW, Land, and State Parks all report together to the Legislature • DOBOR reports separately to the Legislature

ix. Office of Conservation and Coastal Land (OCCL)

The OCCL is responsible for overseeing approximately 2 million acres of private and public lands that lie within the State Land Use Conservation District. In addition to privately and publicly zoned Conservation District lands, OCCL is responsible for overseeing beach and marine lands out to the seaward extent of the State's jurisdiction.

Office of Conservation and Coastal Land (OCCL)			
Tracking Number	Information/Issue	Importance	Notes
	OCCL is responsible for beach, marine lands and three miles out to the seaward extent of the State's jurisdiction and provides underwater oversight such as; dive sites, cables, seawater air conditioning projects, etc. Most conservations areas are in the mountains and along the seashore.		
	OCCL currently uses the county site to look up property owners, state land use conservation district, and for directions, etc.		
	Maui uses a pictometry system which is much more updated than google		
	OCCL uses an MS Access database to track requests, types of request, all correspondence, approvals, violations, etc.		
	Any project over thirty days has to be formally permitted by OCCL.		
OCCL wish list:			
	Would like view access for inquiries on the status of land, tenant information, district, TMK, encroachments, outstanding matters		i.e., complaints on seawalls or unauthorized piers.
SLIMS Issues:			
	Barry is contact at LD for requests from OCCL. OCCL has no SLIMS usage or account access.		
	Emails are sent to Barry to inquire on background history or pending requests for permits on conservation land, shoreline, urban, agriculture and rural areas.		

C. COMMERCIAL OFF-THE-SHELF (COTS) SOFTWARE ANALYSIS

This section details the following aspects of the existing SLIMS Yardi system:

- Potential customizations to migrate to the new system
- The SLIMS Yardi property record structure

This section also includes the results of an analysis of two COTS systems that might fit DLNR LD's business requirements. The COTS systems reviewed included:

- The Yardi Voyager system
- The Infor EAM and property management systems

i. YARDI (SLIMS) Potential Customizations to Migrate

<i>Existing specialized features that may have been customized in the existing SLIMS application, and will have to be implemented in the new system</i>			
Tracking Number	Customization	Importance	Notes
CS-01	Ability to split revenue for payment to various agencies/stakeholder groups. (This required a large customization in the existing SLIMS implementation of Yardi).	High	This requires the Yardi Investment module which is primarily made for Real Estate Investment Trusts. Splitting payments appears to be supported, however will need to see exactly how this works in the system, and whether or not it will require a customization.

ii. Current YARDI (SLIMS) “Property” Record Structure

<i>Existing logical structure of the "property" record in SLIMS.</i>			
Tracking Number	Existing Field Name	Field Type and Length	Notes
CS-02	HMY	NUMBER	
CS-03	HTAX	NUMBER	
CS-04	HUSUALACCT	NUMBER	
CS-05	SCODE	CHAR (8 BYTE)	Property code
CS-06	SADDR1	VARCHAR2 (30 BYTE)	Address Line 1
CS-07	IENTTYPE	NUMBER	
CS-08	ITYPE	NUMBER	
CS-09	SADDR2	VARCHAR2 (30 BYTE)	Address Line 1
CS-10	SCITY	VARCHAR2 (20 BYTE)	City
CS-11	SSTATE	CHAR (2 BYTE)	State
CS-12	SZIPCODE	VARCHAR2 (12 BYTE)	Zip
CS-13	SEXTRAADDRLINE	VARCHAR2 (30 BYTE)	
CS-14	FSALESTAX	NUMBER	
CS-15	ILATETYPE	NUMBER	
CS-16	DLATEPERCENT	NUMBER (21,6)	
CS-17	SLATEMIN	NUMBER (21,2)	
CS-18	SLATEPERDAY	NUMBER (21,2)	
CS-19	BCOMMTYPE	NUMBER	
CS-20	DCOMMAMT	NUMBER	
CS-21	SCOMMMIN	NUMBER	
CS-22	BCOMMPOSTED	NUMBER	
CS-23	SCOMMPOSTEDAMT	NUMBER (21,2)	
CS-24	SCASHRESERVE	NUMBER (21,2)	
CS-25	DTMGMTDATE	DATE	
CS-26	IENDOFYEAR	NUMBER	
CS-27	BEXCLUDE	NUMBER	
CS-28	BACCRUAL	NUMBER	
CS-29	BSITE	NUMBER	
CS-30	BASSOCIATION	NUMBER	
CS-31	IPROPTYPE	NUMBER	

ii. Current YARDI (SLIMS) “Property” Record Structure

<i>Existing logical structure of the "property" record in SLIMS.</i>			
Tracking Number	Existing Field Name	Field Type and Length	Notes
CS-32	SMAINTLIMIT	NUMBER	
CS-33	DWOCOMM	NUMBER (21,6)	
CS-34	IPORTFOLIO	NUMBER	
CS-35	DPPRICE	NUMBER (21,6)	
CS-36	ITYPERES	NUMBER	
CS-37	SNCREIF	CHAR (10 BYTE)	
CS-38	HIDEALLEASE	NUMBER	
CS-39	IRERENT	NUMBER	
CS-40	SACQUIRE	DATE	
CS-41	SDISPOSE	DATE	
CS-42	HPAYER	NUMBER	
CS-43	DGSTRATE	NUMBER (21,6)	
CS-44	DTSTAMP	VARCHAR2 (22 BYTE)	
CS-45	HPROPSTORAGE	NUMBER	
CS-46	SPROPSTORATTN	VARCHAR2 (30 BYTE)	
CS-47	HMVENDOR	NUMBER	
SLIMS Attribute Box of Property Record:			
CS-48	Owner		
CS-49	Parcel Status		
CS-50	Island		
CS-51	Tax District Name		
CS-52	Town Name		
CS-53	State Land Use		
CS-54	County Zoning		
CS-55	Land Title Status / Trust Land Status		
CS-56	DHHL Entitlement		
CS-57	Desig. Ind. Park		
CS-58	Desig. Beach Land		
CS-59	County		

ii. Current YARDI (SLIMS) “Property” Record Structure

<i>Existing logical structure of the "property" record in SLIMS.</i>			
Tracking Number	Existing Field Name	Field Type and Length	Notes
CS-60	TMK - Division		
CS-61	TMK - Zone		
CS-62	TMK - Section		
CS-63	TMK - Plat		
CS-64	TMK - Parcel		
CS-65	TMK - CPR/HPR		
CS-66	Lot Identifier No.		
CS-67	Subdivision Name		
CS-68	County General Plan		
CS-69	Special Mgmt. Area		
CS-70	Special District		
CS-71	Senatorial Distr.		
CS-72	Representative Distr.		
CS-73	Census Name/Tract		
CS-74	Parcel Character		

iii. Yardi Voyager Review

Review of key SLIMS requirements and if these features exist in Yardi Voyager or if they may have to be developed/customized.			
Tracking Number	Existing SLIMS Requirement	Requirement exists	Notes
CS-75	Be able to easily upgrade the system (physical or cloud based)	Yes	System is cloud based and updates are automatically applied, so the system is always up to date.
CS-76	Cloud-based Voyager (must be secure)	Yes	Encrypted, SSL, etc.
CS-77	Web-based (internal)	Yes	System is entirely web-based.
CS-78	One system to manage and create user accounts.	Yes	
CS-79	GIS - integration with PLTIS (or other GIS).	Partially	During demo, integration with a GIS was shown. From Yardi Voyager drill-down to GIS. On GIS side, it does not support drilling-down to Yardi data detail. Some Yard summary data was batch interfaced to the GIS, a user could click on a GIS parcel and get summary data about that parcel, but to get more detailed data on that parcel would require logging into Yardi and searching manually.
CS-80	Multiple leases, multiple lenders, multiple insurance companies, record bills and Notice of Defaults (NODs) (currently SLIMS does not accept)	Partially	Multiple addresses can be setup up.
CS-81	1% interest charge (on delinquent account) on overdue balance, plus \$50 late fee.	Yes	Standard functionality
CS-82	More scans of documents vice reviewing physical file. (Board Submittals insurances/bond)	Yes	System supports attaching scanned documents and PDFs to records.
CS-83	SLIMS can handle only one address per tenant - ability to maintain more than one address.	Partially	Multiple addresses can be setup up.
CS-84	Insurances- ability to link current	Partially	System seems to handle this but it may be with a

iii. Yardi Voyager Review

<i>Review of key SLIMS requirements and if these features exist in Yardi Voyager or if they may have to be developed/customized.</i>			
Tracking Number	Existing SLIMS Requirement	Requirement exists	Notes
	or new policy/coverage for multiple lease/permit without repetitive input.		work-around. Also, doesn't seem to handle automatic repetitive data entry, so cut and paste would still be required.
CS-85	Mobile access to data.	Yes	System supports iPad and Android mobile devices.
CS-86	Link all data to TMK (acquisition history, Executive Order submittals, street address, etc.)	Partially	History is maintained if TMK remains the same, however, if there are splits or combines of TMK, then old TMK record needs to be copied or saved as an archive copy.
CS-87	Entire History of TMK - more comprehensive, showing all TMK splits and/or merged TMKs related to that parcel (Also viewable with one click, as one consolidated report/view).	Partially	History is maintained if TMK remains the same, however, if there are splits or merged TMK, then old TMK record needs to be copied or saved as an archive copy.
CS-88	Improve user-friendly interface. Modern, Intuitive - new user can learn quickly	Partially	System is entirely web-based. Menu structure and navigation will take time to learn as there are lot of functions and screens. Menus are easily searchable and the most used functions can be saved to a 'favorites' tab.
CS-89	Improving quality, formatting and improve content of printed reports	Partially	Report filtering and selection of parameters appears to be strong but those selections can't be saved. However, there is custom report and scheduling capability.
CS-90	Auto-populate option for repeated data entry	No	No capability
CS-91	Ability to click on a map and bring up all prior encumbrances issued by the state government e.g., lease, EO, etc., for a particular parcel.	No	System does not have capability to go from GIS back into Yardi.
CS-92	Square Feet is actually used for acres in SLIMS. No prior ability to change the label.	Yes	This appears to be in the system as it seems to be easy to assign attributes and values.
CS-93	Ability to automatically calculate	Yes	Standard functionality, however, the way these

iii. Yardi Voyager Review

<i>Review of key SLIMS requirements and if these features exist in Yardi Voyager or if they may have to be developed/customized.</i>			
Tracking Number	Existing SLIMS Requirement	Requirement exists	Notes
	late charges		are calculated may not exactly match the way DLNR does it.
CS-94	Ability to apply overpayments	Yes	Supported
CS-95	Ability to split revenue for payment to various agencies/stakeholder groups.	Partially	Requires the Yardi Investment module which is primarily made for REITs. Splitting payments appears to be supported.
CS-96	System should be date driven, enabling reminders, upcoming expirations, upcoming workflow tasks, ticklers, alerts, etc.	Yes	System is date driven with the capability to list items that are due.

iv. Additional Yardi Voyager Information

<i>Additional information from Yardi based on follow up questions (after the Yardi demo).</i>			
Tracking Number	Question/Requirement	Importance	Answer/Notes
CS-97	If customizations should be required, please describe how this would be handled?	High	<p>Yardi Voyager is built on a platform that allows for extensive configuration rather than customization. Standard and configurable attributes within the system are most cost-and time-effective and typically meet client needs. Yardi also offers custom programming services if a customization is outside the realm of client configuration possibilities. If a customization is determined to be of benefit to our general client base, we may elect to include it in a future software update at no additional charge.</p> <p>Yardi has a clear and documented process for developing application software customizations for our clients. Customization projects begin with clients completing a request form to clarify all necessary details to ensure the customization is developed to specification, on schedule, and within an agreed upon budget. Typical enhancement projects range between four to six weeks.</p>

iv. Additional Yardi Voyager Information

<i>Additional information from Yardi based on follow up questions (after the Yardi demo).</i>			
Tracking Number	Question/Requirement	Importance	Answer/Notes
			<p>Yardi provides our clients with a firm cost and time estimate to review and approve based on specifics of the request. We develop software customizations using an exact copy of the current production database to ensure compatibility with the solution currently in use by the specific client making the request. The price of a custom programming request is only changed if, after discussion with a client, it is determined that the terms and specifications of the request do not match the originally agreed scope of the project.</p> <p>Our custom programming team regularly reviews all customization requests to ensure projects are completed on schedule and that our clients are up to date on the status of their requests. All CPRs go through the same development process as general release functionality.</p>
CS-98	How often are major updates applied to the software?		On average one major update is released each 18 months, with a minor but significant one released every 6 months or so. These are general comments across our product lines.
CS-99	Is it possible to remove or hide unused fields and labels from the user interface screens?		Yes, for some but not all. Would need to know specific fields for confirmation.
CS-100	Is it possible to change field labels to match DLNR terminology?		Yes, for some but not all. Some fields drive functionality, so cannot be changed. Would need to know specific fields for confirmation. For example the 'property' field is often changed to 'asset' (or anything for that matter).
CS-101	Is a test or demo version of the system available to potential customers who would like to test drive the system?		No, typically not. However, all contracts include a 90 day 'free-look' period whereby the client can return it during that window without foul. Depending on the contract negotiations that term can be extended if need be.
CS-102	Can multiple windows be open at the same time? Would this be just opening additional browser		Yes, as long as they are for the same user.

iv. Additional Yardi Voyager Information

Additional information from Yardi based on follow up questions (after the Yardi demo).			
Tracking Number	Question/Requirement	Importance	Answer/Notes
	windows?		
CS-103	Which other Government entities, that are most similar to DLNR, are utilizing the software?		State of Alaska; State of Oklahoma; San Francisco Public Utility Commission; Port Authority of New York and New Jersey; Port Authority of San Antonio; New York City Parks and Rec.

v. Infor Review

<i>Review of key SLIMS requirements and if these features exist in Infor or if they may have to be developed/customized.</i>			
Tracking Number	Existing SLIMS Requirement	Requirement exists	Notes
CS-104	Be able to easily upgrade the system (physical or cloud based)	Partially	System has multiple components and can be deployed in the cloud or server-based at DLNR. Due to multiple components and likelihood of customizations, upgrades may be difficult.
CS-105	Cloud-based (must be secure)	Yes	E.g., encrypted, SSL, etc. Cloud or server-based options available.
CS-106	Web-based (internal)	Yes	System is primarily web-based, except for ad-hoc report filtering.
CS-107	One system to manage and create user accounts	No	Unless MS Active Directory is utilized, each Infor component has their own login credentials and security (Property Management and Hansen Asset Management).
CS-108	GIS - integration with PLTIS (or other GIS)	Partially	Infor demonstrated drill down and integration between Hansen Asset Management and the GIS component, however integration between the GIS and the Property Management component was not demonstrated.
CS-109	Multiple leases, multiple lenders, multiple insurance companies, record bills and Notice of Defaults (NODs) (currently SLIMS does not accept)	Yes	Up to 10 multiple addresses can be setup up.
CS-110	1% interest charge (on delinquent account) on overdue balance, plus \$50 late fee.	Yes	Standard functionality
CS-111	More scans of documents vice reviewing physical file. (Board Submittals insurances/bond)	Yes	System supports attaching scanned documents and PDFs to records.
CS-112	SLIMS can handle only one address per tenant - ability to maintain more than one address.	Yes	Standard functionality
CS-113	Insurances- ability to link	Unknown	More information is needed, may require

v. Infor Review

<i>Review of key SLIMS requirements and if these features exist in Infor or if they may have to be developed/customized.</i>			
Tracking Number	Existing SLIMS Requirement	Requirement exists	Notes
	current or new policy/coverage for multiple lease/permit without repetitive input.		configuration or customization.
CS-114	Mobile access to data.	Yes	System supports iPad and Android mobile devices.
CS-115	Link all data to TMK (acquisition history, Executive Order submittals, street address, etc.)	Unknown	Not demonstrated
CS-116	Entire History of TMK - more comprehensive, showing all TMK splits and/or merged TMKs related to that parcel (Also viewable with one click, as one consolidated report/view).	Partially	TMK history was shown with expired TMK designation too, however, not clear if full history is supported.
CS-117	Improve user-friendly interface. Modern, Intuitive - new user can learn quickly	Partially	System is primarily web-based. Menu structure and navigation will take time to learn as there are lot of functions and screens. Menu items can be saved to a 'favorites' tab.
CS-118	Improving quality, formatting and improve content of printed reports	Yes	Report filtering and selection of parameters appears to be strong.
CS-119	Auto-populate option for repeated data entry	Unknown	Not demonstrated. Work around; data can be entered in Excel and uploaded to populate multiple records.
CS-120	Ability to click on a map and bring up all prior encumbrances issued by the state government, e.g., lease, EO, for a particular parcel.	Unknown	Not demonstrated
CS-121	Square Feet is actually used for acres in SLIMS. No prior ability to change the label.	Unknown	Not demonstrated
CS-122	Ability to automatically calculate late charges	Yes	Standard functionality, however, the way these are calculated may not exactly match the way DLNR does it.

v. Infor Review

<i>Review of key SLIMS requirements and if these features exist in Infor or if they may have to be developed/customized.</i>			
Tracking Number	Existing SLIMS Requirement	Requirement exists	Notes
CS-123	Ability to apply overpayments	Yes	Standard functionality
CS-124	Ability to split revenue for payment to various agencies/stakeholder groups.	Partially	More information is needed, may require configuration or customization.
CS-125	System should be date driven, enabling reminders, upcoming expirations, upcoming workflow tasks, ticklers, alerts, etc.	Unknown	Not demonstrated

D. SLIMS FUNCTIONALITY

This section details core business functionalities and issues specific to the existing SLIMS system. It details the functionality of how the Land Division utilizes the current SLIMS system. Included in this section are details regarding functional issues in the SLIMS system, incoming requests and outgoing deliverables to and from various stakeholder groups, and key existing SLIMS '1 to Many' Button functionality that needs to be migrated or included in the new system.

i. Incoming Requests to SLIMS

Incoming requests to SLIMS include any items that are requested from SLIMS. This would include requests from the general public, other State or government agencies, as well as from other divisions within the department.

Tracking Number	Incoming Requests	Importance	Notes
FR-01	SLIMS monitors the progress of requests, e.g., submission of maps, appraisals, document execution or an inquiry relating to a parcel. Progress of pending requests are currently documented in the Project Status Form (PSF); a three column log pertaining to events in a chronological order.	Medium	By inputting a date related to the specific event, e.g., receipt of rent or map, Board approval, etc. in the associated field in the System, the DLO, CP, management, if necessary, can easily track the progress of a certain request, i.e., PSF. The new SLIMS will standardize the different ways of handling the updating of PSF and generating reports on a regular basis. A possible drawback is the security of the System, since the new approach will involve the individual Land Agent assigned for the particular request to handle the data entry.
FR-02	Requests to change passwords, add users, restore the system, and run queries to extract data.	High	Ability to support robust security, data integrity, backup/restore, and ad-hoc queries.
FR-03	Running ad-hoc queries is also desired for Land Agents. The various Reports in the current system can be modified or enhanced to catch other situations.	High	Providing training to DLNR staff on the reports adopted in the System is crucial to the acceptance and success of the System.
FR-04	Rent Reopenings See comments to the right regarding possible addition of insurance, rent, bond, lease expiration, and inspections to the automatic generation of compliance reports.	High	Rent Reopening alerts should be automatically generated by the system. Since the reopening has the element of timeliness [under the lease, Land Division must notify the tenant of the new rent at least six (6) months prior to the effective

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Tracking Number	Incoming Requests	Importance	Notes
			date], ideally the System will run such reports automatically. The same degree of automation should also be exercised for rent, insurance, bond, lease expiration, and even inspection reports.
FR-05	Inspection report of DLNR properties are required every year and reported to the Legislature. The physical file must be pulled to find the contact name and info to schedule the inspection.	High	The lack of contact information, including name, telephone/cell number, and email in the current database renders the Land Agent spending time in reading the file for current contact information. In addition, mobility of the System will provide the convenience for Land Agents to interact with the System while in the field.
FR-06	Research public requests (e.g., call-ins, walk-ups) interested in parcels. Search TMK numbers, if parcel is available, tenant name, lease type, etc.	High	Ability to provide good searching capability, support ad-hoc queries and provide accurate historical details.
FR-07	Identify the appropriate entity responsible for health and safety issues, such as dangerous trees.	High	Ability to provide geographical information of the area of concern and its relationship to the State parcels. Use of a GIS map tied to ownership or State lease data.
FR-08	Inquiry for jurisdiction requests, i.e., if lands are owned by the State and managed by DLNR.	High	Ability to provide geographical information of the area of concern and its relationship to the State parcels. Use of a GIS map tied to ownership or State lease data.
FR-09	Tsunami debris tracking and if debris is on land owned by the State and managed by DLNR.	High	Ability to provide geographical information of the area of concern and its relationship to the State parcels. Use of a GIS map tied to ownership or State lease data.
FR-10	Unexploded Ordinance (UXO) tracking and if the UXO is on land owned by the State and managed by DLNR.	High	Ability to provide geographical information of the area of concern and its relationship to the State parcels. Use of a GIS map tied to ownership or State lease data.

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Tracking Number	Incoming Requests	Importance	Notes
FR-11	Searching of Board action items	High	Ability to support easy searching and lookup of historical board actions For dispositions in the current database, should have all the reference to the Board action dates and items (pdf documents) pertaining to such disposition. The last field in the Board Action item is meant for the signature of the document as approved by the Board, i.e., the completion of the disposition process on the Land Agent side.
LAND DIVISION inputs the following transactions and data into SLIMS via a DCF:			
FR-12	Executive Order - Withdrawal, Cancellation, Addition, Amendment	High	DCF_EO_Property-Additional(rev)2-0210-bc.xls
FR-13	Executive Order - New Set Aside	High	DCF_EO_Property-NewSetAside(rev).xlt
FR-14	Executive Order - New Unit for Related TMK Property	High	DCF_EO_Unit-NewUnitsForRelTMKProperties.xlt
FR-15	Acquisition - by Donation, Condemnation	High	DCF_Propty-AcqByDonationCondemnation.xls
FR-16	Conveyance - by LPG-LOD (Portion of Parcel)	High	DCF_Propty-ConveyByLPG-LOD_Portion.xls
FR-17	Easement - Grantee=State	High	DCF_Propty-Easement_GranteesState.xls
FR-18	LOD - for Acquisition	High	DCF_Propty-LODforAcq.xls
FR-19	LOD - for Land Exchange (Incoming Parcel)	High	DCF_Propty-LODforLandXchg_Incoming.xls
FR-20	LOD - for Land Exchange (Outgoing Parcel)	High	DCF_Propty-LODforLandXchg_Outgoing.xls
FR-21	LOD - for Remnant	High	DCF_Propty-LODforRemnant.xls
FR-22	LOD - for Remnant (Entire Parcel)	High	DCF_Propty-LODforRemnant_Entire.xls
FR-23	LOD - for Submerged Land	High	DCF_Propty-LODforSubmergedLand.xls
FR-24	LOD - for LPG (Conveyance in Fee)	High	DCF_Propty-LOD-LPG_ConveyanceInFee.xls

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Tracking Number	Incoming Requests	Importance	Notes
FR-25	LOPP	High	DCF_Propty-LOPP.xls
FR-26	New GL (Non-easement) Portion of parcel	High	DCF_Propty-NewGL_Non-Easement-PortionOfParcel.xls
FR-27	New GL, RP (Non-easement)	High	DCF_Propty-NewGL-RP_NonEasement.xls
FR-28	New Parcel	High	DCF_Propty-NewParcel.xls
FR-29	Term Easement-Seawall (Non Dummy)	High	DCF_Propty-TermEasement-Seawall_NonDummy.xls
FR-30	Term-Perpetual Easement (Dummy)	High	DCF_Propty-TermPerpetualEasement_Dummy.xls
FR-31	Term-Perpetual Easement (Seaward)	High	DCF_Propty-TermPerpetualEasement_Seaward.xls
FR-32	Update Parcel Information	High	DCF_Propty-UpdateParcelInfo.xls
FR-33	Updating of Unit Area	High	DCF_Propty-UpdateUnitArea.xls
CP inputs the following transactions and data into SLIMS via a DCF:			
FR-34	Additional Plans & Reports	High	Additional Plans & Reports.xls
FR-35	Additional Tenants	High	Additional Tenants.xls
FR-36	Amendments	High	Amendments.xls
FR-37	Appraisal	High	Appraisal.rev 041312.xls
FR-38	Assignments of Mortgages	High	Assignment of Mortgages.xls
FR-39	Assignments of Sublease (Sandwich Sublease w/Reopening only)	High	Assignment of Subleases (Sandwich Sublease w-Reopening).xls
FR-40	Assignments of Sublease	High	Assignment of Subleases.xls
FR-41	Assignments	High	Assignments.xls
FR-42	Board Actions	High	Board Actions 2002-06-14.xls
FR-43	Board Submittal Disposition Form	High	Board Submittal Disposition Form.doc
FR-44	Cancellations; Expirations	High	Cancellations.xls
FR-45	New Executive Orders	High	Executive Orders.xls
FR-46	Grantor/Grantee Information	High	Grantor-Grantee.xls
FR-47	Landowner Record	High	Landowner Record.xls
FR-48	Lease Extensions (with/without	High	Lease Extensions.xls

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Tracking Number	Incoming Requests	Importance	Notes
	mortgage); Holdovers		
FR-49	Miscellaneous Legal Docs	High	Miscellaneous.xls
FR-50	Mortgages	High	Mortgages.xls
FR-51	Name Changes Only	High	Name Changes.xls
FR-52	New Leases of Private Property	High	New Leases of Private Property.xls
FR-53	New Leases, Licenses, Easements	High	New Leases.xls
FR-54	New Revocable Permits	High	New Permits.xls
FR-55	New Right-of-Entry Permits	High	New Right-of-Entry Permits.xls
FR-56	Perpetual Easements	High	Perpetual Easements.xls
FR-57	Board Actions	High	Reissuance Board Actions 2010-11-22.xlsx
FR-58	Subleases (Sandwich Sublease w/Reopening only)	High	Subleases (Sandwich Sublease w-Reopening).xls
FR-59	Subleases	High	Subleases.xls
FR-60	Withdrawals/Additions	High	Withdrawals-Additions.xls

ii. Outgoing Deliverables from SLIMS

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Tracking Number	Functionality	Importance	Notes
FR-131	CP has seven monthly delinquency compliance reports: <ul style="list-style-type: none"> ▪ Bonds ▪ Inspections ▪ Expiring leases ▪ Rent ▪ Insurance ▪ Plans and Reports / Percentage Rent ▪ Reopenings 	High	Ability to be able to provide these standard report outputs
FR-132	Exported data for Public Land Trust Information System (PLTIS)	High	Ability to easily select and export data from the new system to PLTIS. The PLTIS project team developed a template spreadsheet to upload any data from the database to PLTIS. Such template may be shared with the developer of the System to achieve this requirement.
FR-133	Ad-hoc reporting	High	Ability to provide ad-hoc reporting capability
FR-134	Print out report of Revocable Permits or leases by district when doing inspections.	High	Ability to provide this standard report output and to make it user friendly. This is currently in SLIMS under Report/Tenant/List of Encumbrances in the menu bar. Requestor needs to pick different searching parameters to run report.
FR-135	Report by districts on jurisdiction of State lands	High	Ability to provide standard reports on jurisdiction of State lands. This data is currently kept in a separate Excel spreadsheet. Most of the parcels in the current database are State lands.
FR-136	General Lease Updates Spreadsheet to County	High	IT is responsible for sending the spreadsheet annually, all lease changes must be submitted in writing.
FR-137	Fiscal creates and sends quarterly DOA report	High	DOA has read only access

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Tracking Number	Functionality	Importance	Notes
FR-138	Fiscal creates and sends quarterly OHA report	High	OHA has read only access
FR-139	Fiscal creates and sends quarterly UH-West Oahu Campus report	High	UH-West Oahu Campus has read only access
FR-61	Fiscal creates and sends quarterly DHHL report	High	DHHL has view access only
FR-62	Report to the Legislature on Land Dispositions	High	Annual report to the legislature on dispositions, including: <ul style="list-style-type: none"> - Revocable Permits - General Leases & Term Easements - Executive Orders – Set Asides - Executive Orders – Cancellations and Withdrawals - Perpetual Easements - Public Utilities - Fee Conveyances - Quitclaims of Interest
FR-63	Rent Reopenings Report	High	From SLIMS
FR-64	Status of Reopenings Report	High	Result of comparison of Excel Reopenings Report and SLIMS Reopenings Report
FR-65	Lease Expiration Report	High	Export of current month SLIMS List of Encumbrances report and comparison with prior month report.
FR-66	Monthly Percentage Rent Report	High	SLIMS report is exported to Excel and unnecessary columns and rows are removed, report is then sorted.
FR-67	Monthly Inspection Report	High	Exported to Excel
FR-68	Monthly Liability Insurance Report	High	Exported to Excel
FR-69	Monthly Performance Bond Report	High	Exported to Excel
FR-70	Monthly Rent Report	High	Sent to District Land Agents
FR-71	Notices of Default	High	For defaults of Lease or Permit terms, including defaults of: <ul style="list-style-type: none"> - Liability Insurance - Performance Bonds

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Tracking Number	Functionality	Importance	Notes
			<ul style="list-style-type: none"> - Rent - Special Installment Agreements - Security Deposits
Fiscal Reports:			
FR-72	Unposted Receipts Batch	High	SLIMS Cash receipts batch, prior to posting
FR-73	UAC Update Report	High	SLIMS Cash receipts account posting coding detail
FR-74	Cash Receipts Batch Journal	High	SLIMS Cash receipts journal
FR-75	Daily Revenue Report (B-13, Part 1 of 2)	High	SLIMS Distribution of revenue by document number
FR-76	Daily Revenue Summary (B-13, Part 2 of 2)	High	SLIMS Distribution of revenue by division
FR-77	TDR	High	Treasury Deposit Receipt form (not in SLIMS), would like to include in new SLIMS
FR-78	TDA Code List	Low	No longer done, able to drill down for valid codes
FR-79	Account Status Code	Low	No longer done, able to drill down for valid codes
FR-80	Option Code List	Low	No longer done, able to drill down for valid codes
FR-81	Statement of Securities on Deposit	High	Listing of securities held by B&F
FR-82	Service Charge and Late Fee Register	High	SLIMS report used to review service fees and interest charged to tenant
FR-83	Meter Reading Worksheet	High	Worksheet to indicate water meter readings completed by Parks Div. for billing purposes
FR-84	Water Meter Reading/Charge Journal	High	SLIMS report to verify entry of water usage information.
FR-85	Charge Register	High	SLIMS report to verify batch entry for manual and recurring billing.
FR-86	Tenants with Lease Charges	High	SLIMS report of pending lease charges
FR-87	Customer with Two or More Accounts	High	Used to group customer invoices and mail in one envelope

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Tracking Number	Functionality	Importance	Notes
FR-88	Daily Mail List	High	Lists checks and invoices received through the mail (from Districts) and direct deposits by District or Division
FR-89	Revenue Detail Transaction by UAC	High	List revenue transaction detail
FR-90	Aging Report	High	SLIMS aging of outstanding rent owed for all accounts by island and account status code
FR-91	Delinquency Report	High	SLIMS delinquency aging report
FR-92	Cumulated Summary of Aging Report	High	SLIMS summary aging report of all delinquencies over 60 days by District
FR-93	Detail Summary of Aging Report	High	SLIMS summary aging report of all delinquencies over 60 days by District
FR-94	Tenant Billing Statements	High	SLIMS copy of invoices sent to customer
FR-95	Current Month Billing	High	List all the billing transactions occurring in the current month
FR-96	Cash Receipt Summary Report	High	Summarize revenue information by batch number, rent, service charges, fees, Temporary Deposit Account (TDA) of other categories for the month
FR-97	Customer Master Totals	High	Consolidation of totals from cash receipt summary and adjustment summary reports
FR-98	Adjustment Summary Report	High	Summarize adjusted revenue by batch number, then by A/R, TDA and other categories for the month.
FR-99	Transaction History Report	High	SLIMS list of all financial transactions posted to SLIMS by date range
FR-100	Year-To-Date Collection Report	High	Summarize collections made by document number, then by rent, service charge, fees and temporary deposit categories.
FR-101	Month to Date Transactions	High	List of monthly transactions by document number
FR-102	Outstanding Service Charge Report	High	List of all unpaid service charges by document number
FR-103	Modification History Log	High	SLIMS List of all changes made to

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Tracking Number	Functionality	Importance	Notes
			document number, by reference number, change made, user and description of change
FR-104	Deleted Customers List	High	List of all deleted customer accounts assigned status code "99" and removed from Aging Report
FR-105	Customer Short List	High	List of all customers by document number based on parameters or sorts requested
FR-106	Customer Name Cross Reference	High	Lists of all customer names, and their document numbers
FR-107	Rent Roll Report	High	SLIMS listing of the billing schedule for one fiscal year by document number, amount billed and months billed
FR-108	Recurring Billing File Short List	High	Similar to rent roll report, except more detailed information provided
FR-109	Deferred Revenue Report	High	SLIMS list of rental revenue by document number, collected in advance for services to be rendered after the balance sheet date
FR-110	Temporary Deposit Accounts	High	List by document number, all temporary deposits, security, performance bond, etc.
FR-111	Temporary Deposit Accounts by Div/Cost Ctr/Land Title	High	Similar to temporary deposit account report, except sorted by Division/Cost Center/Land Title
FR-112	Revenue Report by Division, Cost Center	High	SLIMS summary of revenue collected by Division, cost center, appropriation, source code, monthly and year to date totals
FR-113	Revenue Summary Report by Source, Object, Fund	High	SLIMS summary of revenue collected by source/object and fund
FR-114	Revenue Report by Division, Activity, Source/Object	High	SLIMS summary of revenue collected by division, project, source/object, previous year, current month and year to date
FR-115	Department Summary by Appropriation	High	SLIMS summary of revenue collected by appropriation, source/object, current month and year to date totals

ii. Outgoing Deliverables from SLIMS

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Tracking Number	Functionality	Importance	Notes
FR-116	Revenue Report by Division, Project, Source/Object	High	SLIMS summary of revenue collected by Division, project, source/object, current month and year to date totals
FR-117	Monitor of Financial Compliance Items (Percentage Rents - Need Info)	High	Listing of leases for which Fiscal Office needs information on percentage rents
FR-118	Special Installment Agreement reports	High	Listing of leases with delinquent payments on special installment agreements
FR-119	Unposted Journal Entry (Preliminary)	High	SLIMS used to record expenses and revenues for non-tenant transactions
FR-120	Journal Entry Report (Final)	High	SLIMS lists the distribution of expenditure of revenue, based upon entries in the unposted journal entry
FR-121	Unposted Invoices (Preliminary)	High	SLIMS used to record tenant refunds
FR-122	Check Run Report	High	SLIMS lists tenants based upon entries in unposted invoices
FR-123	Paid Invoices Journal (Final)	High	SLIMS lists distribution of expenditure or revenue based upon entries in the unposted invoices
FR-124	Monthly Charge Pre-Posting Summary Report	High	SLIMS used to reconcile recurring billings, summary of current accounts according to cost centers and bill amount
FR-125	Monthly Charge Pre-Posting Detail Report	High	SLIMS used to reconcile recurring billings, summary of tenant accounts according to cost centers and dollar amounts and revenue source codes based on unit type
FR-126	Charge Pre-Posting Report	High	SLIMS used to reconcile recurring billings, summary of tenant accounts according to property codes. Recurring billings according to dollar amounts and revenue source codes based on unit type
FR-127	Service Charge Register	High	Used to review 1% service charges to be applied to tenant
FR-128	Apply Overpayments	High	Summary of tenant accounts of prepayments applied to rent, water service

ii. Outgoing Deliverables from SLIMS

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Tracking Number	Functionality	Importance	Notes
			fee or water usage fee
FR-129	Charge Report	High	Used to reconcile recurring billings, summary of tenant accounts according to property codes. Recurring billings according to dollar amounts and revenue source codes based on unit type.
FR-130	Update Late Fees Dates	High	Summary of tenant accounts which the late fee transaction date was changed

iii. Existing SLIMS “1 to Many” Buttons – Property

<i>SLIMS “1 to Many” Buttons that should be kept, are nice to have (NTH), or should not be included in the To-Be SLIMS system.</i>					
Tracking Number	PROPERTY “1 to Many” Buttons	Keep, “Nice to Have” or Delete	Currently Used in SLIMS?	Description	Notes/Comments
FR-140	Change in TMK	See Notes	Yes	Tracks TMK changes, including reason for change (add, consolidation, etc.), Date of change, New Area (acres) and (square footage), Old TMK number, New TMK number, etc.	<p>Keep</p> <ul style="list-style-type: none"> - Tax Map Key (TMK) Info. - Reason for Change in TMK No. - Old TMK No. - Old Area (Acres) - Old Area (Square Footage) - New TMK No. - New Area (Acres) - New Area (Square Footage) <p>NTH</p> <ul style="list-style-type: none"> - Subdivided with the County? - Subdivision Approval Date - Subdivision Number <p>Delete</p> <ul style="list-style-type: none"> - Date of Change in TMK - Parcel Status - Remnant Parcel? - Remnant Description <p>New naming convention needed. The future field names should be more self-explanatory, e.g., Area.</p>
FR-141	Grantor/Grantee	Keep	Unknown	Includes information on how the State	This is a crucial field in which the

iii. Existing SLIMS “1 to Many” Buttons – Property

<i>SLIMS “1 to Many” Buttons that should be kept, are nice to have (NTH), or should not be included in the To-Be SLIMS system.</i>					
Tracking Number	PROPERTY “1 to Many” Buttons	Keep, “Nice to Have” or Delete	Currently Used in SLIMS?	Description	Notes/Comments
				acquired/conveyed property (Land Office Deeds [LOD] and Land Patent Grants [LPG] information), including Grantor Name, Grantee Name, Type of Conveyance, etc.	transaction(s) could be recorded here. However, the Grantor/Grantee name is suggested to be changed, possibly to “Transaction History”.
FR-142	Land Maintenance	Keep	Unknown	Includes information on the type of maintenance work conducted on the property, contractor name, and associated costs, source of funding, etc.	District can put in their regular (Oahu only) or procured services for the land maintenance.
FR-143	Physical Characteristics	NTH	No	Includes information on the physical character of the land (indicating if there are gulches, streams, oceanfront, beach reserve, fishponds, springs, etc.)	Nice to have but data collection is difficult.
FR-144	Infrastructure	NTH	No	Include basic questions related to the parcel's infrastructure relating to legal access, water, sewer, electrical, telephone, gas, underground storage tanks, etc.	Nice to have but data collection is difficult.
FR-145	Improvements	Keep	No	Includes information on the physical improvements (Structure information such as address, year of construction, construction materials, ownership, parking, CIP info, etc.)	In view of the forthcoming Asset Management inventory lead by DAGS, it is expected Land Division does not need to populate this field. However, it is suggested to keep this field for any possible synchronization with the

iii. Existing SLIMS “1 to Many” Buttons – Property

<i>SLIMS “1 to Many” Buttons that should be kept, are nice to have (NTH), or should not be included in the To-Be SLIMS system.</i>					
Tracking Number	PROPERTY “1 to Many” Buttons	Keep, “Nice to Have” or Delete	Currently Used in SLIMS?	Description	Notes/Comments
					Assets Management database in the future.
FR-146	Hazardous Materials Testing	Delete	Unknown	Includes information on environmental reviews (Phase 1 and 2) of the property and any re-mediation, if required.	
FR-147	Planning	Delete	Unknown	Includes information on adjacent, authorized, and current land uses.	
FR-148	Abstract Information	Keep	Unknown	Includes information on abstracts conducted on this parcel, including abstract number, client and request type, TMKs involved, and dates.	Ideally the previous Abstract reports can be attached to parcel(s) in the system.
FR-149	Tax Assessment	Delete	Unknown	Includes tax assessment information, including property value, tax assessment – land, - improvements, date, etc.	Can download from County websites
FR-150	Complaints	Keep	Unknown	Includes information on complaints received on this parcel including type of complaint, description, complaint, date, etc.	
FR-151	Encumbrances	Keep	Unknown	Encumbrances on This Parcel Report	
FR-152	Property Summaries	Keep	Unknown	Property Summary Report	The summary form may need to be revised

iv. Existing SLIMS “1 to Many” Buttons – Unit

Tracking Number	UNIT “1 to Many” Buttons	Keep, “Nice to Have” or Delete	Currently Used in SLIMS?	Description	Notes/Comments
FR-153	Square Foot History	Delete	Unknown	Contains Unit Square Foot History, including date, gross lease, net lease, gross rent, etc.	
FR-154	Related TMK	Keep	Unknown	This is being used for a “Dummy Land Code” and EO coding purposes.	Unless there are other ways to take the place of a dummy (record), this is how Land Division tracks down “one to many” for a single disposition covering more than one TMK. Also, it is how to deal with EO parcels.

v. Existing SLIMS “1 to Many” Buttons – Tenant

Tracking Number	TENANT “1 to Many” Buttons	Keep, “Nice to Have” or Delete	Currently Used in SLIMS?	Description	Notes/Comments
FR-155	Ledger	Keep	Yes	Tenant Leger Report	
FR-156	Unpaid Charge	Keep	Yes	Unpaid Charges Report	
FR-157	Contacts	Delete	No	Contains: - Last Name - First Name - Move In - Move Out - other 1 (thru... other 10)	CP does not have this button. Some of this information is in the Names and Addresses button, and part of it is on the main Tenant Info Screen. Email is preferred too; need email field.
FR-158	Lease Charge	Keep	Yes	Opens Lease Charges input dialog box. Contains two tabs: Rent – contains rent details (i.e., Type of rent/fee, amount, method (flat, etc.), min/max, % of rent, etc.) Cam / Overcharge – contains accounting coding details (i.e., Fund, Year, Appropriation, Department, Revenue Code, Cost Center, etc.)	
FR-159	DLNR Ledger	Keep	Yes	Tenant Ledger Report	
FR-160	Names and Addresses	Keep	Yes	Provides information related to the tenants'	(See SLIMS Training Manual dated

v. Existing SLIMS “1 to Many” Buttons – Tenant

Tracking Number	TENANT “1 to Many” Buttons	Keep, “Nice to Have” or Delete	Currently Used in SLIMS?	Description	Notes/Comments
				names, addresses, phone numbers, and other tenant-related information (e.g., how the tenant is holding the lease/permit, tenancy, marital status, etc.). All historical information for previous tenants, where leases are assigned or names are changed, is maintained in the button.	<i>May 23, 2001 for more information on this button – page 42)</i>
FR-161	Board Actions	Keep	Yes	Provides information related to actions brought before the Land Board for their consideration. For data conversion, only certain Board actions were entered. From go-live forward, all Board actions related to an existing tenant record will be entered, including those actions which are deferred/withdrawn or amend prior actions.	<i>(See SLIMS Training Manual dated May 23, 2001 for more information on this button – page 44)</i>
FR-162	Lease Requirements	Keep	Yes	Contains all of the lease requirements under the subject document, including insurance, security deposit, bonds, etc. Please note that requirements with regard to plans and reports (including Conservation Plan, Utilization Plan, construction plans, etc.) are not included here, but are located in the Plans & Reports button.	<i>(See SLIMS Training Manual dated May 23, 2001 for more information on this button – page 46)</i>
FR-163	Defaults	Keep	Yes	Shows and tracks the Notices of Default	<i>(See SLIMS Training Manual dated</i>

v. Existing SLIMS “1 to Many” Buttons – Tenant

Tracking Number	TENANT “1 to Many” Buttons	Keep, “Nice to Have” or Delete	Currently Used in SLIMS?	Description	Notes/Comments
				issued under the subject document. Upon implementation, the historical information of Notices of Default issued will be maintained in the system on a go-forward basis. The button also provides the cure periods for rent and non-rent defaults as defined in the lease/permit.	<i>May 23, 2001 for more information on this button – page 47)</i>
FR-164	Bonds	Keep	Yes	Provides information regarding the bonds obtained by the tenant. Following data conversion, the historical information of bonds obtained will be maintained in the system on a go-forward basis.	<i>(See SLIMS Training Manual dated May 23, 2001 for more information on this button – page 48)</i>
FR-165	Insurance	Keep	Yes	Provides information regarding the insurance policies obtained by the tenant.	<i>(See SLIMS Training Manual dated May 23, 2001 for more information on this button – page 50)</i>
FR-166	Inspections	Keep	Yes	Contains: - Date of Inspection - Agent - Brief Description	
FR-167	Plans and Reports	Keep	Yes	Provides information related to the plans and reports that may be required under the subject document and tracks whether the plans and reports are actually submitted by the tenant.	<i>(See SLIMS Training Manual dated May 23, 2001 for more information on this button – page 52)</i>

v. Existing SLIMS “1 to Many” Buttons – Tenant

Tracking Number	TENANT “1 to Many” Buttons	Keep, “Nice to Have” or Delete	Currently Used in SLIMS?	Description	Notes/Comments
FR-168	Assignments	Keep	Yes	Shows assignment information related to the subject document, including name changes. Assignments are added to this button when the consent document is executed. Includes all past assignments. This button also shows whether the assignment premium is allowed under the subject document.	<i>(See SLIMS Training Manual dated May 23, 2001 for more information on this button – page 54)</i>
FR-169	Term/Mortgages	Keep	Yes	Provides information related to the term of the subject document, including any extensions, and mortgages.	<i>(See SLIMS Training Manual dated May 23, 2001 for more information on this button – page 56)</i>
FR-170	Subleases	Keep	Yes	Shows information related to any subleases on the subject document, including any sub-subleases.	<i>(See SLIMS Training Manual dated May 23, 2001 for more information on this button – page 59)</i>
FR-171	Appraisals	Keep	Yes	Contains: - Type of Appraisal Request - Other (desc) - Date of Value - Name of Appraiser - Appraised Rent - Arbitrated Rent	
FR-172	Leased Area	Keep	Yes	Provides information related to the leased area, including the land, easement, water or license area and CSF map information.	<i>(See SLIMS Training Manual dated May 23, 2001 for more information on this button – page 61)</i>

v. Existing SLIMS “1 to Many” Buttons – Tenant

Tracking Number	TENANT “1 to Many” Buttons	Keep, “Nice to Have” or Delete	Currently Used in SLIMS?	Description	Notes/Comments
				Withdrawals, additions or other changes to the leased area are added to this button when the applicable legal document is executed.	
FR-173	Recordation Info	Keep	Yes	Contains: <ul style="list-style-type: none"> - Type of Document - Type of Recordation - Document No. (Regular System) - Recordation Date - Liber (Book) and Page Number - Board Action Ref. No. 	
FR-174	AR info	Keep	Yes	Contains: <ul style="list-style-type: none"> - Account Status Code - Terms Code - Send Statement? - Site Location - Percent Rent? - Installment Agreement Terms - Begin Date - Ending Date - Frequency - Payment Amount - Interest Rate - Remarks 	

v. Existing SLIMS “1 to Many” Buttons – Tenant

Tracking Number	TENANT “1 to Many” Buttons	Keep, “Nice to Have” or Delete	Currently Used in SLIMS?	Description	Notes/Comments
FR-175	Doc Summary	Keep	Yes	Document Summary Report	
FR-176	Tenant Summary	Keep	Yes	Tenant Summary Report	
FR-177	Tenant Deposit	Keep	Yes	Temporary Deposit Accounts Report	
FR-178	DLNR Unpaid Charges	Keep	Yes	Unpaid Charges Report	
FR-179	SLIMS Modification History	Keep	Yes	Modification History Report	
FR-180	SLIMS Transaction History	Keep	Yes	Transaction History Report	

vi. Existing SLIMS Implementation Issues

<i>Functional problems with the existing SLIMS implementation.</i>			
Tracking Number	Functional Issue	Severity	Notes
FR-181	Default reports need to be cleaned up; some info in reports is not needed.	M	Additional information is being tracked on spreadsheets that should be tracked in the system and added to certain reports (i.e., Rent Reopening Report – generated in SLIMS, exported to Excel, columns are removed and added in Excel).
FR-182	System is not user-friendly or intuitive; information is on multiple screens and difficult to find. Navigation should be easier and more obvious, i.e., tiny blue triangle in upper corner of paperclip button means there is an attachment.	H	Navigation in SLIMS is not efficient and the user interface is not intuitive.
FR-183	Old platform is at end-of-life and not upgradable. A more secure, redundant, easily accessible and online system is needed that is accessible from anywhere via a web browser or mobile device.	H	A new system on a new operating system and new hardware platform is needed.
FR-184	A 'dummy' TMK is created for multiple TMKs easements/parcels, e.g., HECO power line easements cross multiple TMKs. The billing functionality is tied to only one dummy TMK.	H	Ability to support one to many and many to one relationships for TMKs, parcels, easements, etc.
FR-185	Remainder (REM) code indicates vacant acreage for specific parcel. This was added to enable reporting on vacant land.	H	Ability to support coding and reporting on vacant land. 'Remainder' functionality is needed.
FR-186	SLIMS is land based and does not accommodate buildings with multiple tenants.	H	Ability to enable tracking of buildings with multiple tenants.
FR-187	Only 20% of buttons are used on SLIMS. DLNR doesn't have enough resources for full data entry.	H	Ability to support high-priority data elements that DLNR will be able to maintain with accurate and timely data entry.
FR-188	Limited ad-hoc reporting capability	H	Ability to support better custom report creation and ad-hoc reporting.
FR-189	SLIMS lacks filtering ability on annual	H	Ability to support better custom report

vi. Existing SLIMS Implementation Issues

<i>Functional problems with the existing SLIMS implementation.</i>			
Tracking Number	Functional Issue	Severity	Notes
	Rent Reopening Report		creation and ad-hoc reporting, and report filtering capabilities. User should also be able to create a report filter and save it for future use.
FR-190	Table of Encumbrances report; extracted from SLIMS thru multiple queries, and exported to Excel (time-consuming/difficult to get just the contact name and information).	H	Ability to support better custom report creation and ad-hoc reporting, and report filtering capabilities.
FR-191	SLIMS does not interface with GIS (or with new PLTIS)	H	PLTIS shows all state (non-military) lands graphically, map is printable but cannot separate and single out specific agencies, (except for DHHL Lands). Ability to support comprehensive GIS integration.
FR-192	Many steps in SLIMS needed to export information, would like to see a summary of historical data in SLIMS, and a link to TMK and GIS coordinate data.	H	Ability to have easy query, ad-hoc and built in reports and integration with GIS, with GIS coordinate information on each parcel.
FR-193	No ability to query ownership/jurisdiction or land details when out in the field	H	Ability to support mobile data access and data gathering capability.

E. PROCESS WORKFLOWS

This section details process workflows that are associated with the SLIMS system. Included in this section are a listing of manual processes that could be improved with a new system, identification of existing process workflow issues, current “As-Is” process flow charts and anticipated “To Be” process flows.

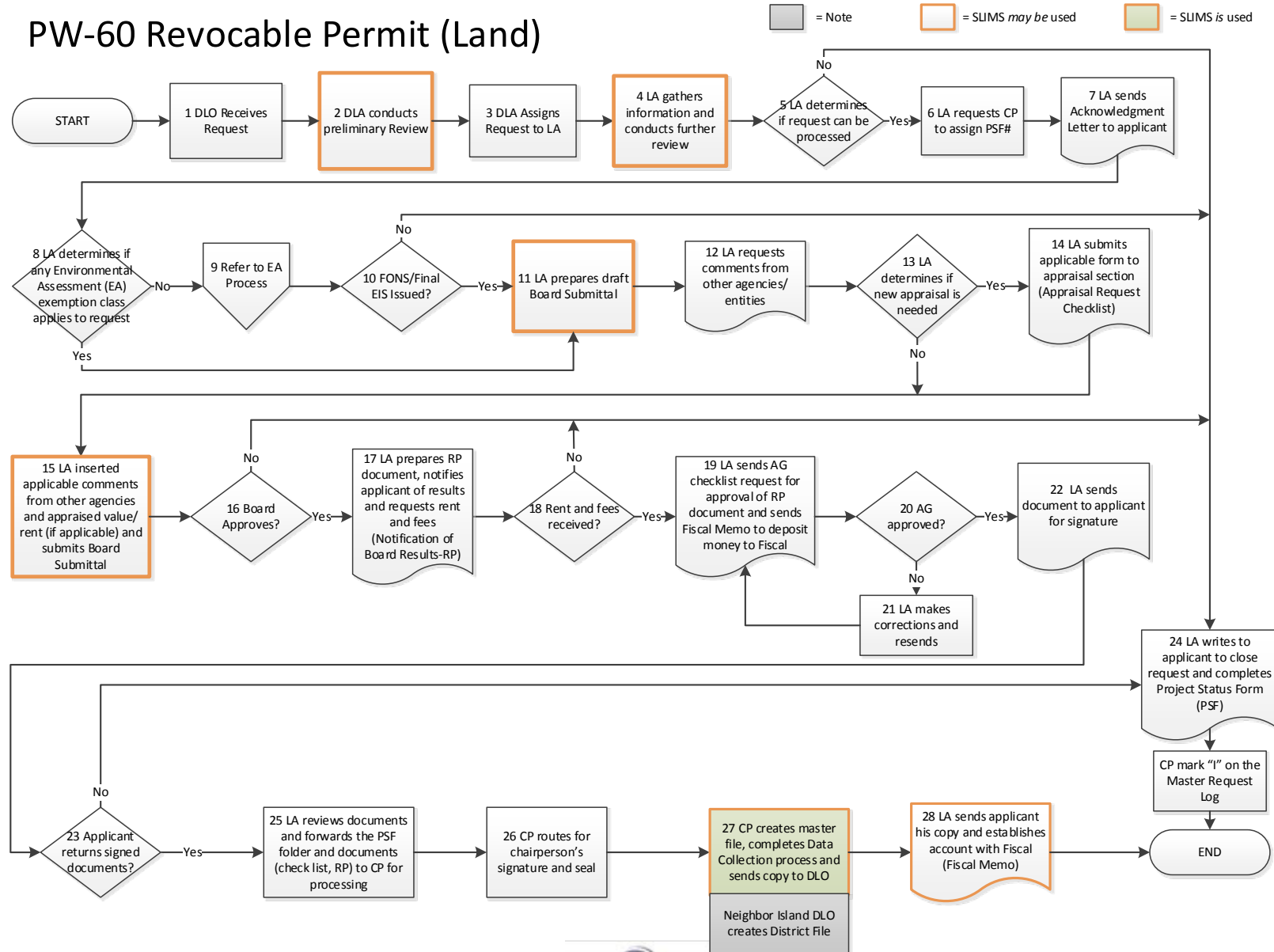
i. Current Workflows

<i>Stakeholders' current workflow processes.</i>		
Tracking Number	Department	Existing “As-Is” SLIMS Workflow Process
PW-60	Land Agent	Revocable Permit
PW-61	Land Agent	Direct Lease, License or Easement
PW-62	Land Agent	Executive Order
PW-63	Land Agent	Consent to Assign
PW-64	Land Agent	Consent to Mortgage w/lease extension
PW-65	Land Agent	Consent to Mortgage w/out lease extension
PW-66	Land Agent	Consent to Sublease
PW-67	Land Agent	Maintenance
PW-68	Land Agent	Inspection
PW-80	Abstract	Abstract Requests
PW-90	Appraisal	Regular Reopening
PW-91	Appraisal	Lease Extension/New Disposition
PW-100	IT	Adding new users to SLIMS
PW-110	Central Processing	Notice of Default
PW-111	Central Processing	Processing of Insurance
PW-112	Central Processing	Processing of Bonds (Cash)
PW-113	Central Processing	Processing of Bonds (CD, Savings account and Share Certificates)
PW-114	Central Processing	Setting Up Skeleton Accounts for Fiscal
PW-120	Fiscal	Quarterly Fiscal Reports
PW-121	Fiscal	Adjustments Due to Changes to Tenant Accounts
PW-122	Fiscal	Cancellation of GL or RP

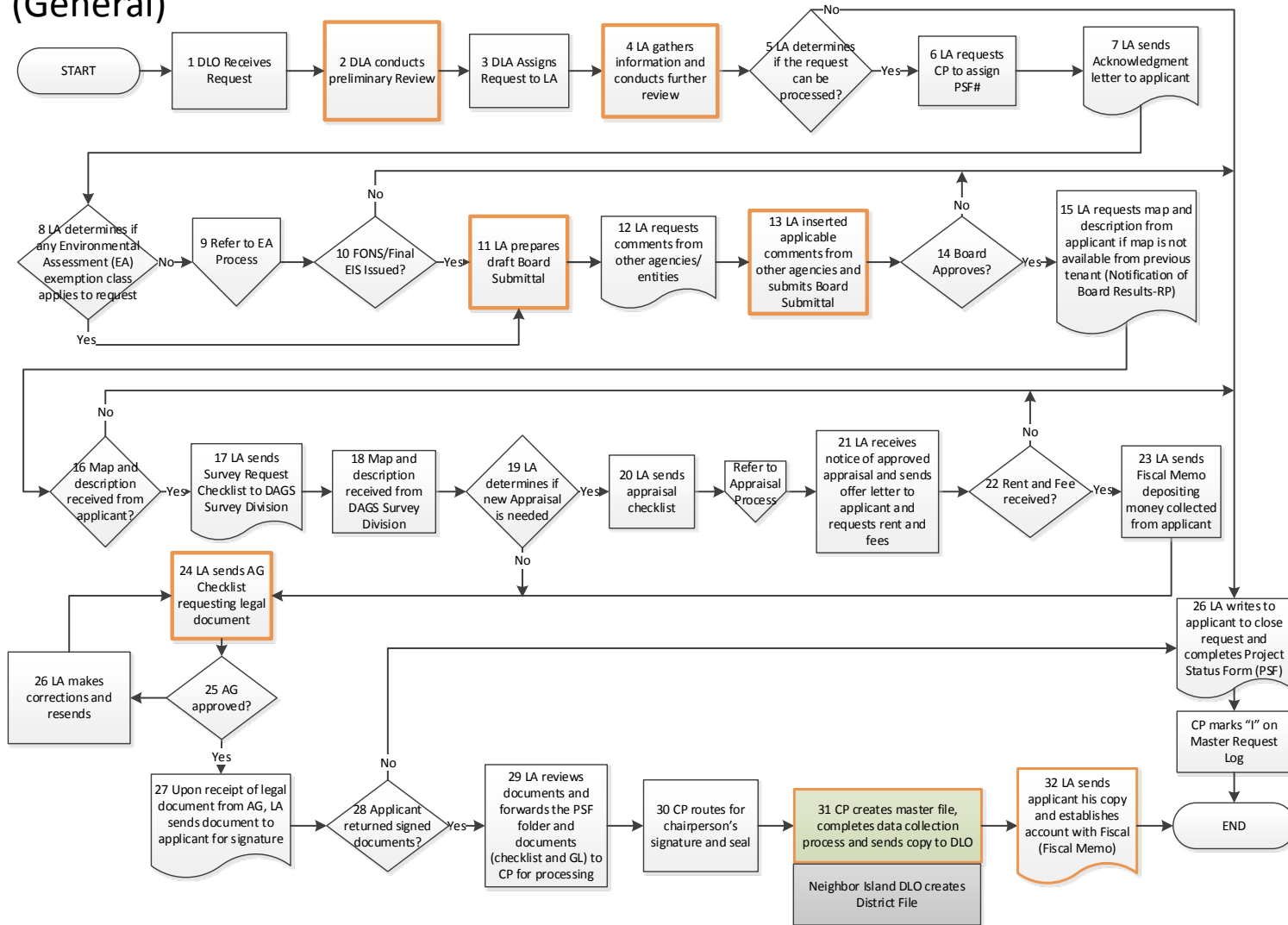
i. Current Workflows

<i>Stakeholders' current workflow processes.</i>		
Tracking Number	Department	Existing "As-Is" SLIMS Workflow Process
PW-123	Fiscal	Quarterly Transfers to UH-West Oahu, County of Hawaii
PW-124	Fiscal	Quarterly Reclassification of Wailoa Pavilion Security Deposit
PW-125	Fiscal	Annual Review of Securities Held by B&F
PW-126	Fiscal	Deposit Securities with B&F
PW-127	Fiscal	Release Securities with B&F
PW-128	Fiscal	Refund of Security Deposit, Rent Overpayment or Other Fees
PW-129	Fiscal	Processing Bad Check Fee
PW-130	Fiscal	Debit or Credit Memo-Cash Deposit Discrepancy
PW-131	Fiscal	New Revocable Permit or New General Lease
PW-132	Fiscal	Water Reading - Kokee Cabins
PW-134	Fiscal	Fiscal Year End and SLIMS Month End Process
PW-135	Fiscal	Collect Rent and Other Payments-Part 1
PW-136	Fiscal	Collect Rent and Other Payments-Part 2

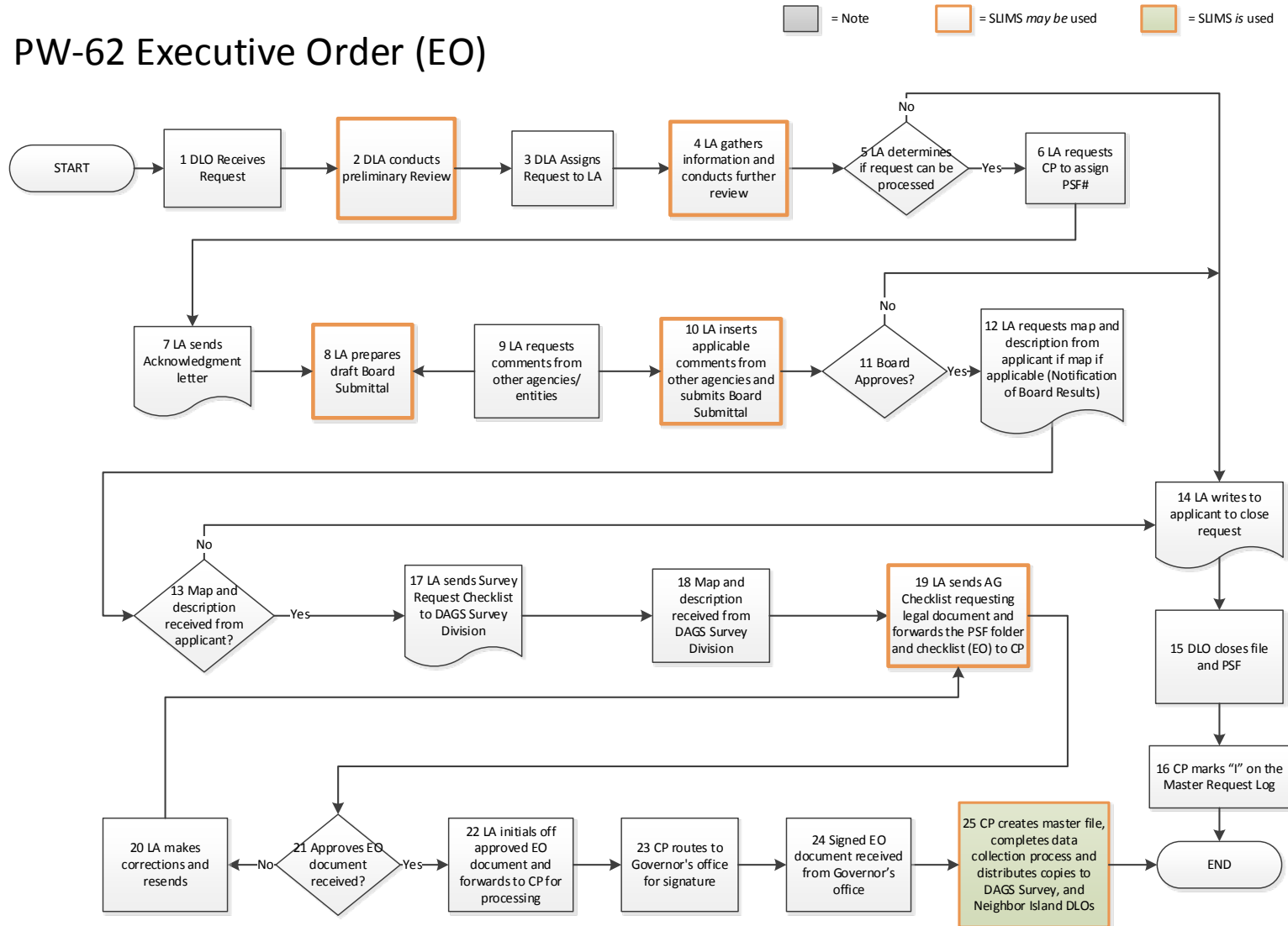
PW-60 Revocable Permit (Land)



PW-61 Direct Lease, License or Easement (General)

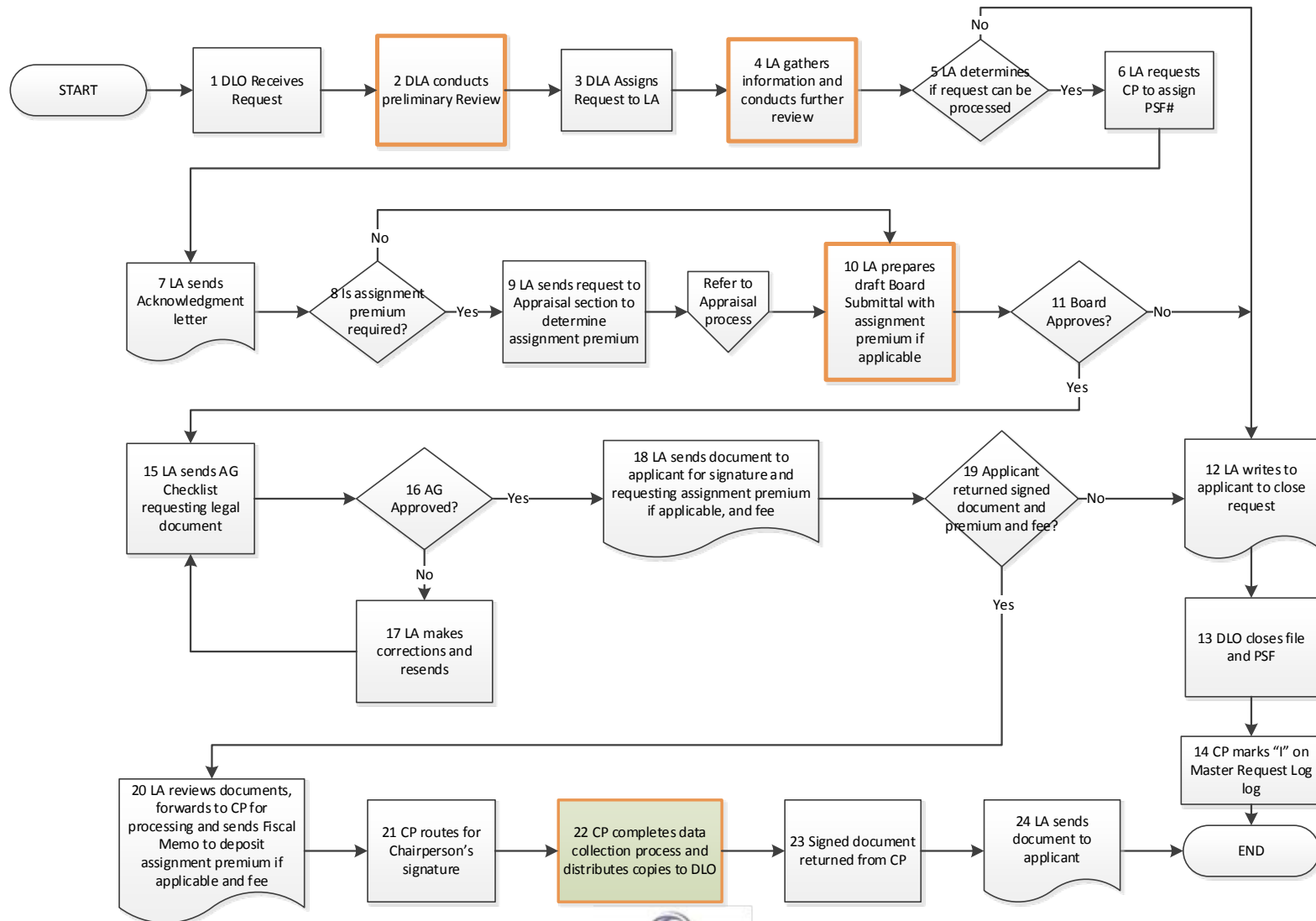


PW-62 Executive Order (EO)



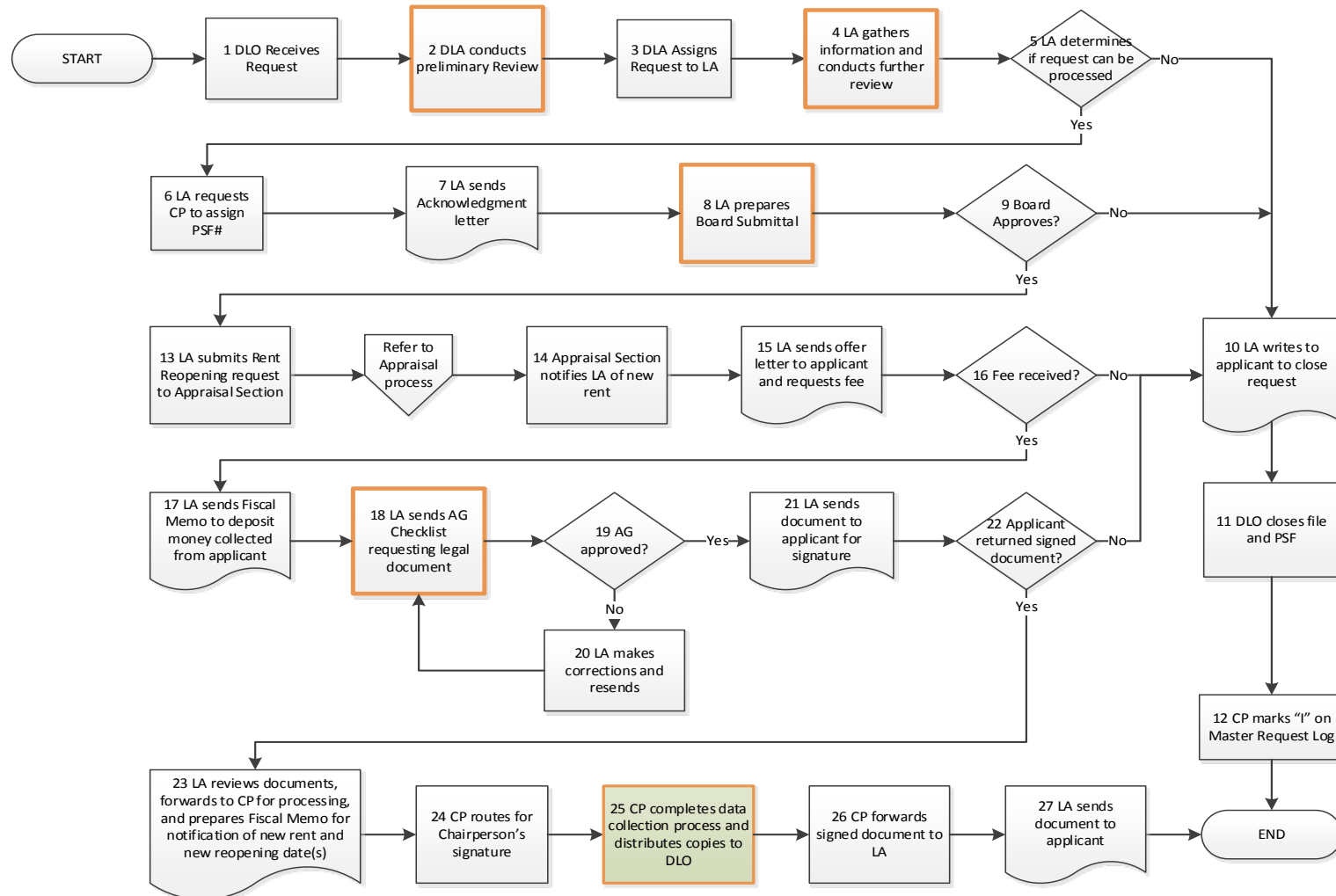
= Note
 = SUMS may be used
 = SUMS is used


PW-63 Consent to Assign




= Note
 = SLIMS may be used
 = SLIMS is used

PW-64 Consent to Mortgage with Lease Extension

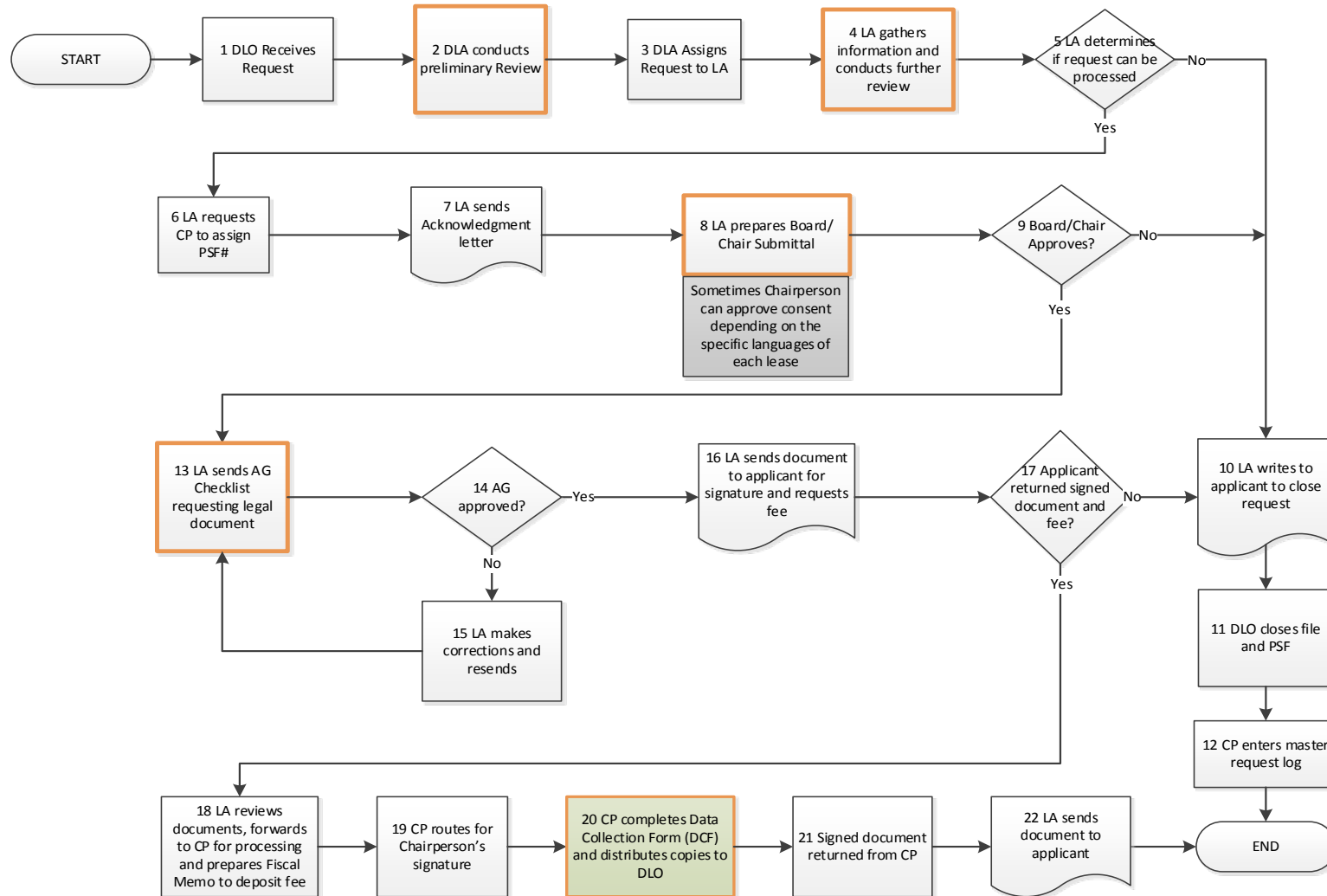


 = Note

 = SUMS may be used

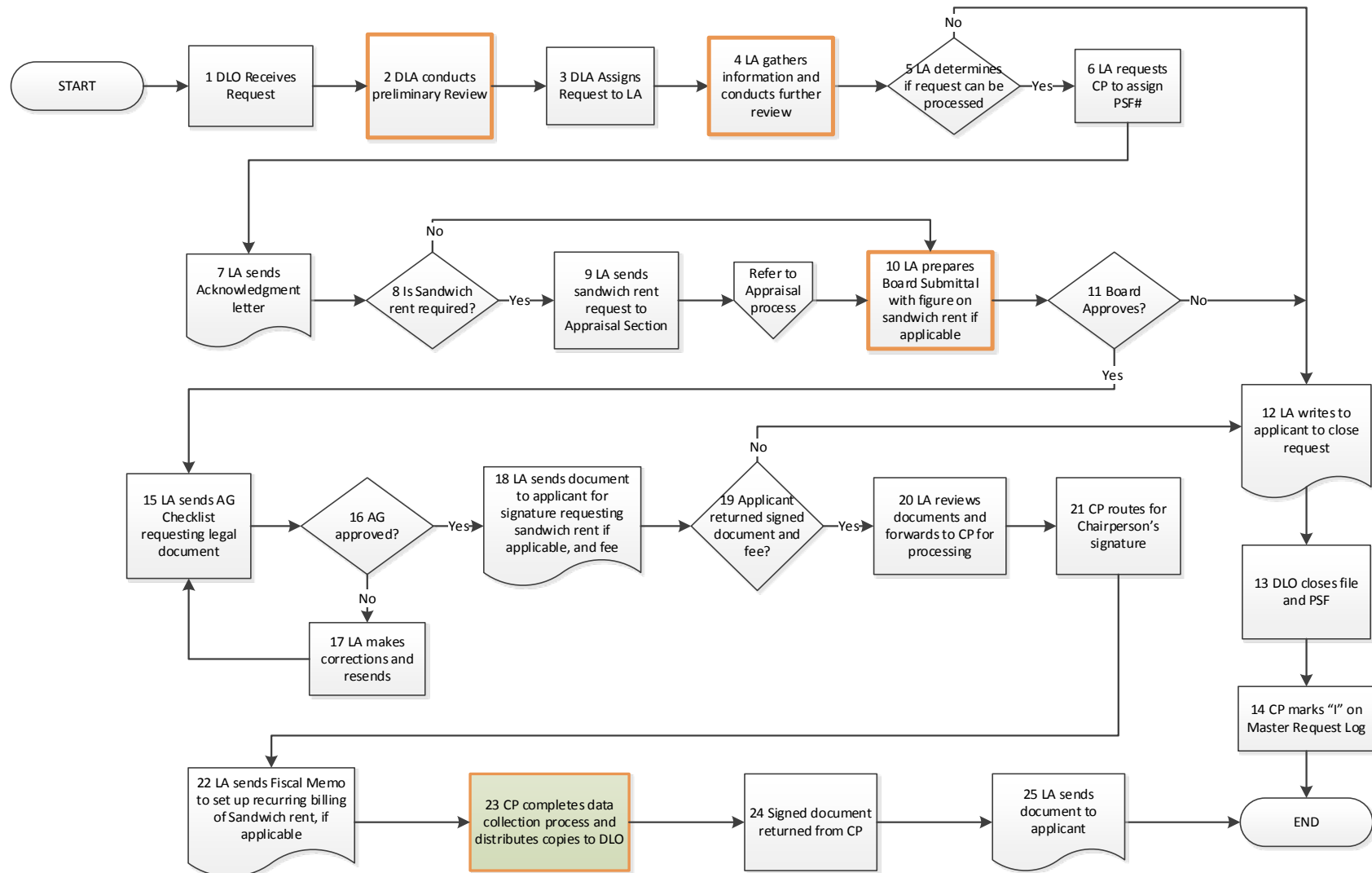
 = SUMS is used

PW-65 Consent to Mortgage without Lease Extension





= Note
 = SLIMS may be used
 = SLIMS is used

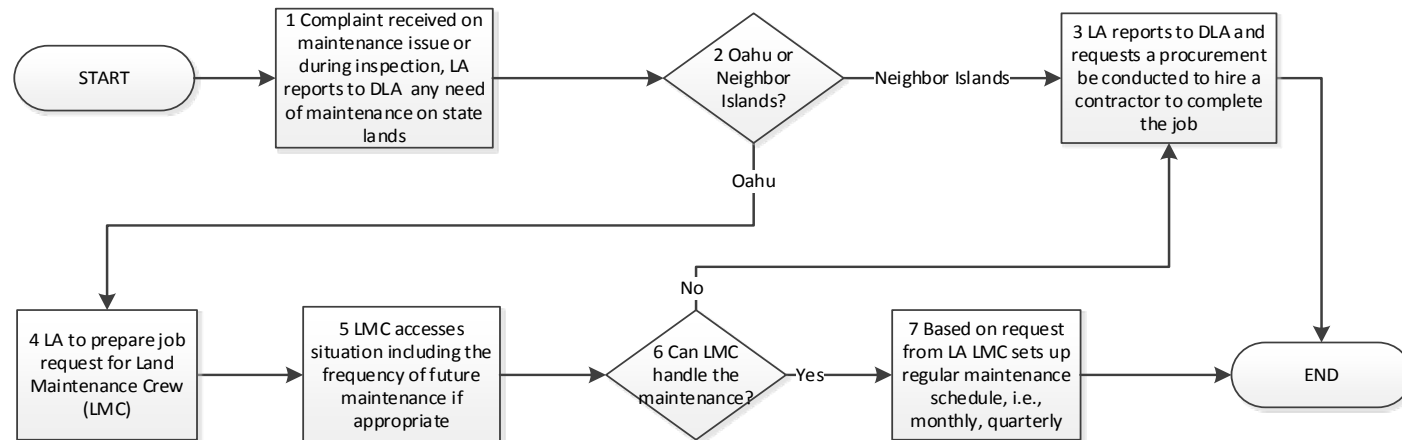
PW-66 Consent to Sublease






PW-67 Maintenance

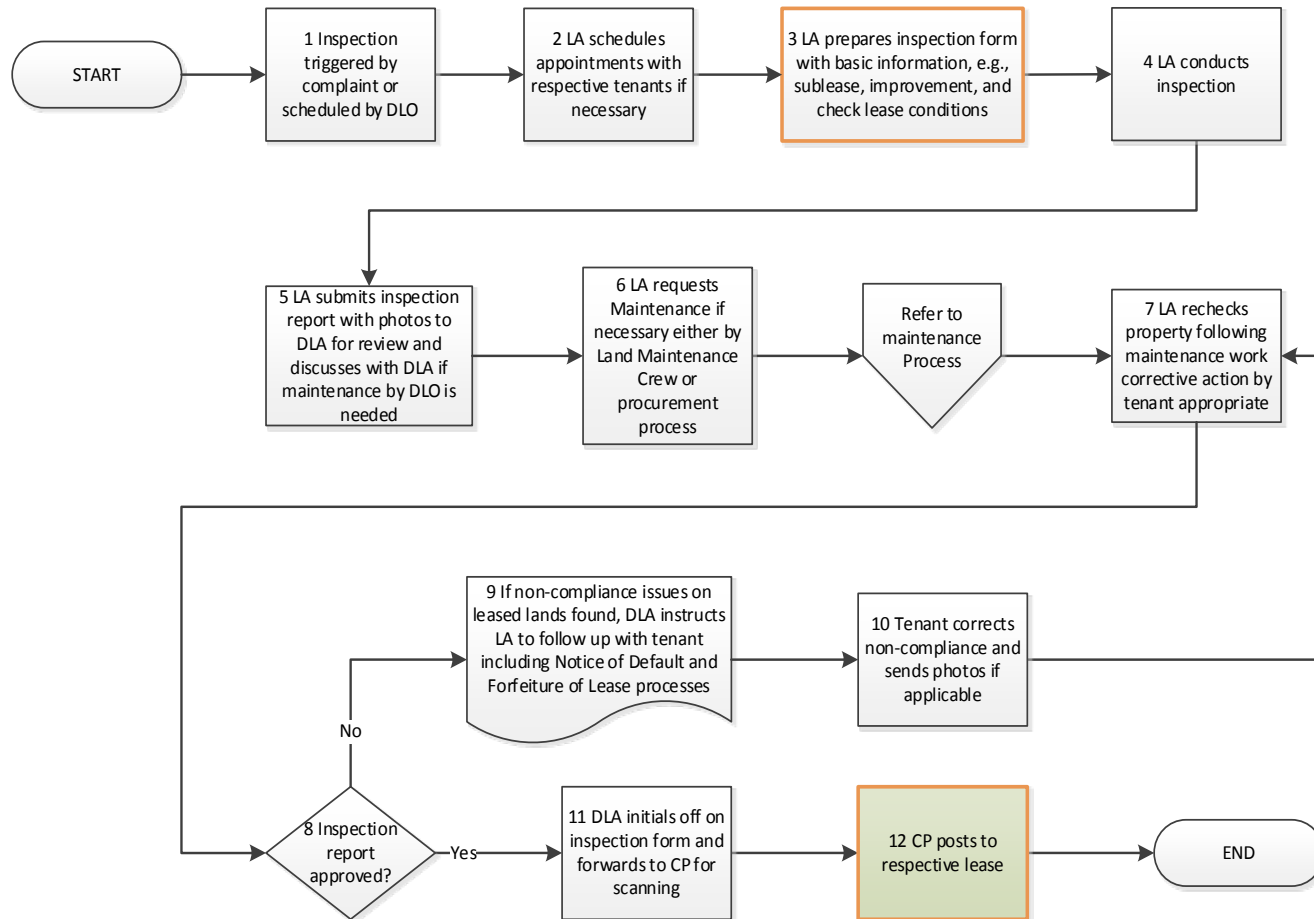
 = Note




 = SLIMS *may be used*



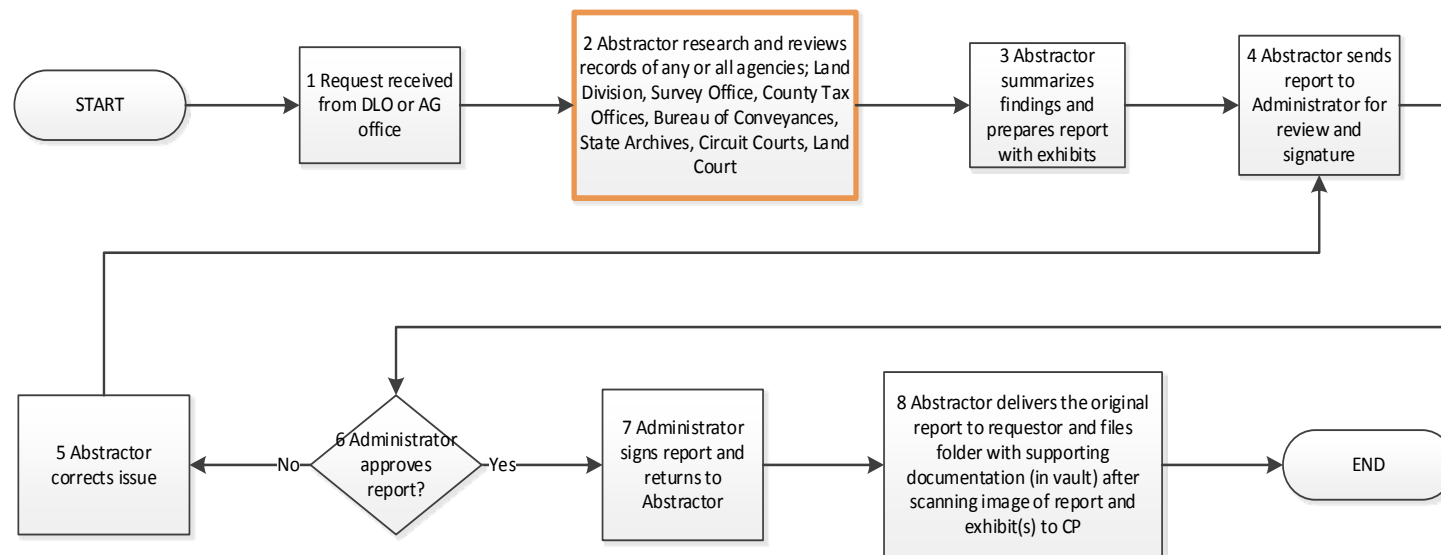
 = Note  = SLIMS may be used  = SLIMS is used

PW-68 Inspection



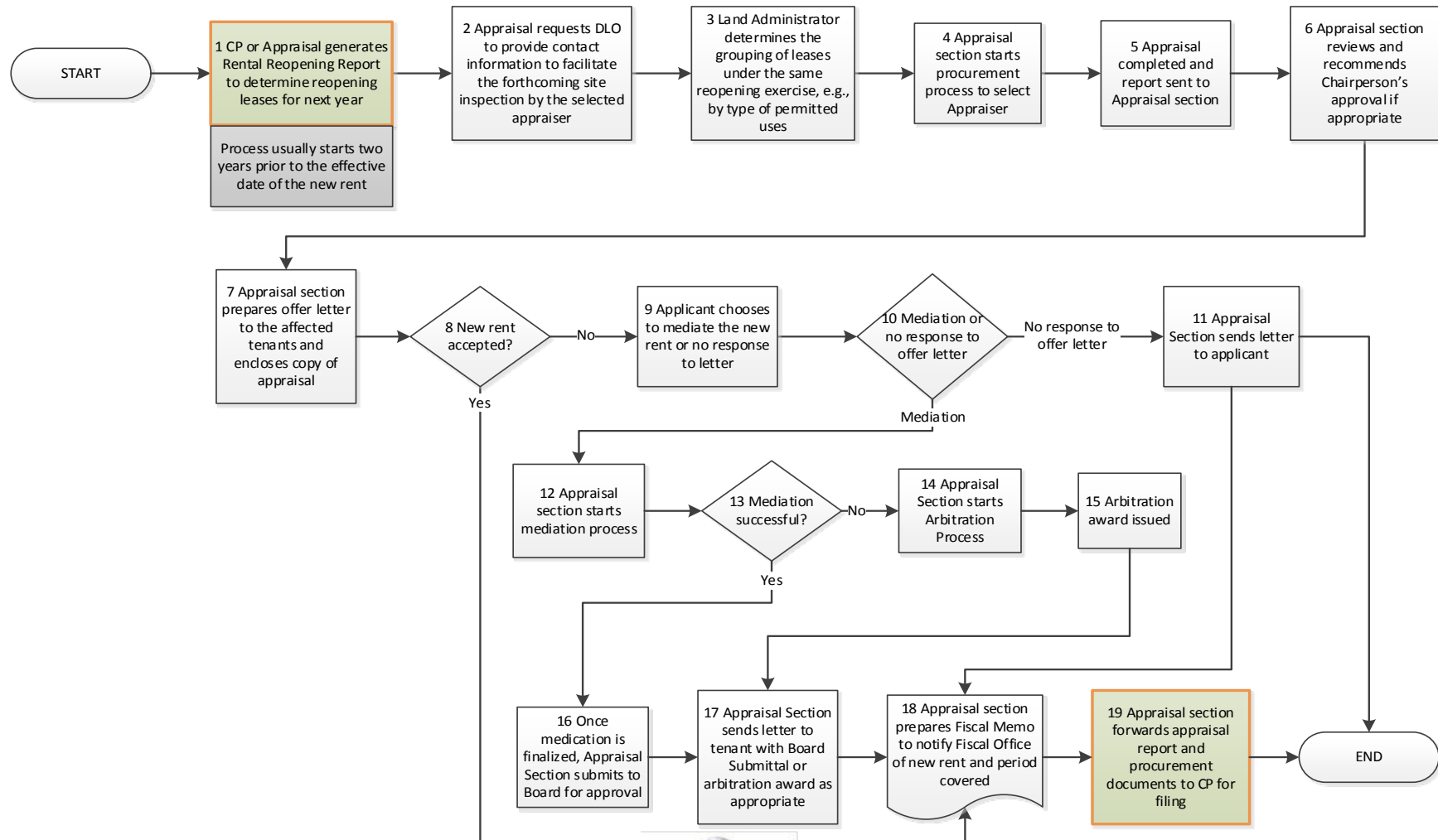
 = Note  = SLIMS *may be used*  = SLIMS *is used*


PW-80 Processing Abstract Requests




= Note
 = SLIMS may be used
 = SLIMS is used

PW-90 Regular Reopening

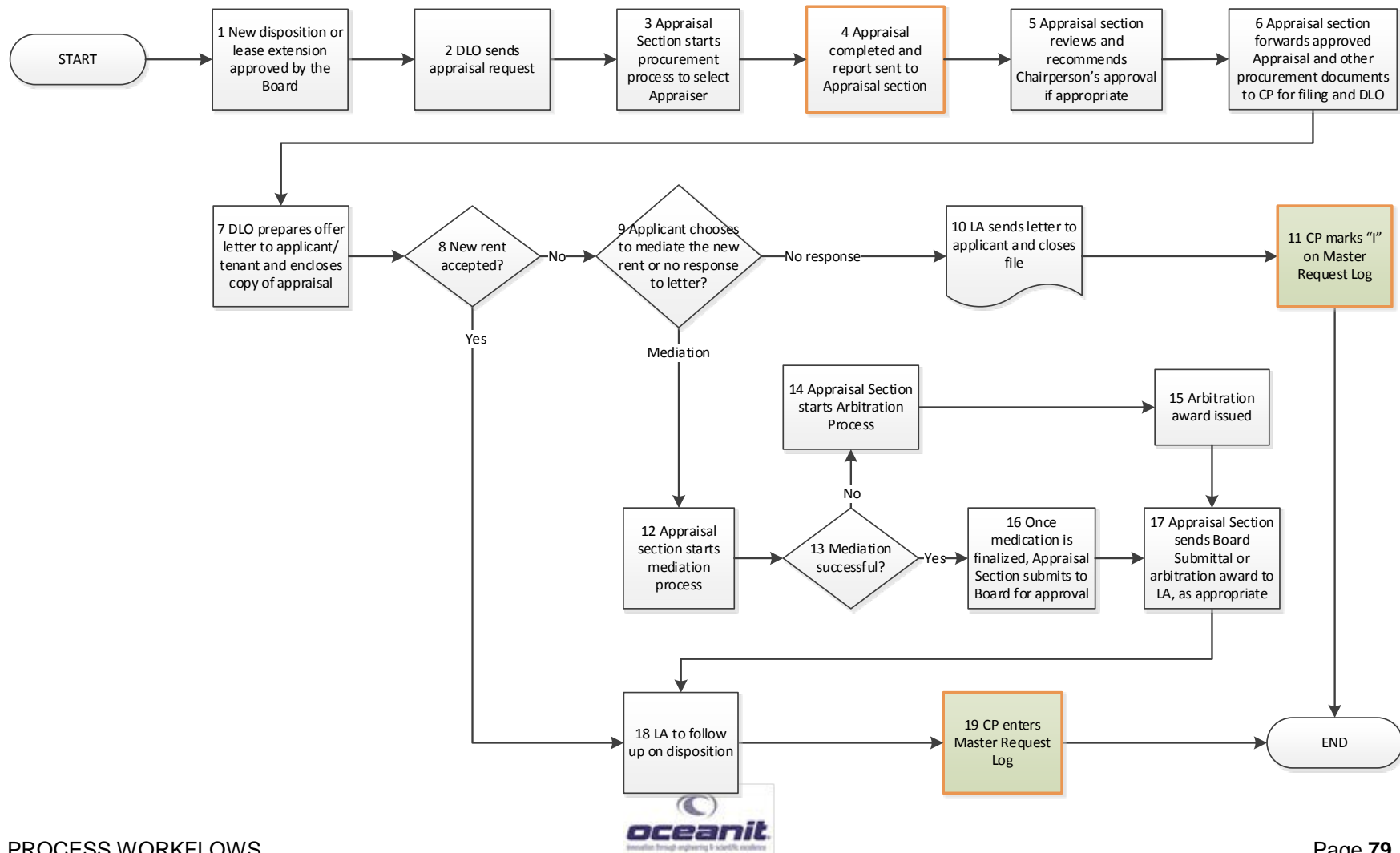


 = Note




 = SLIMS may be used

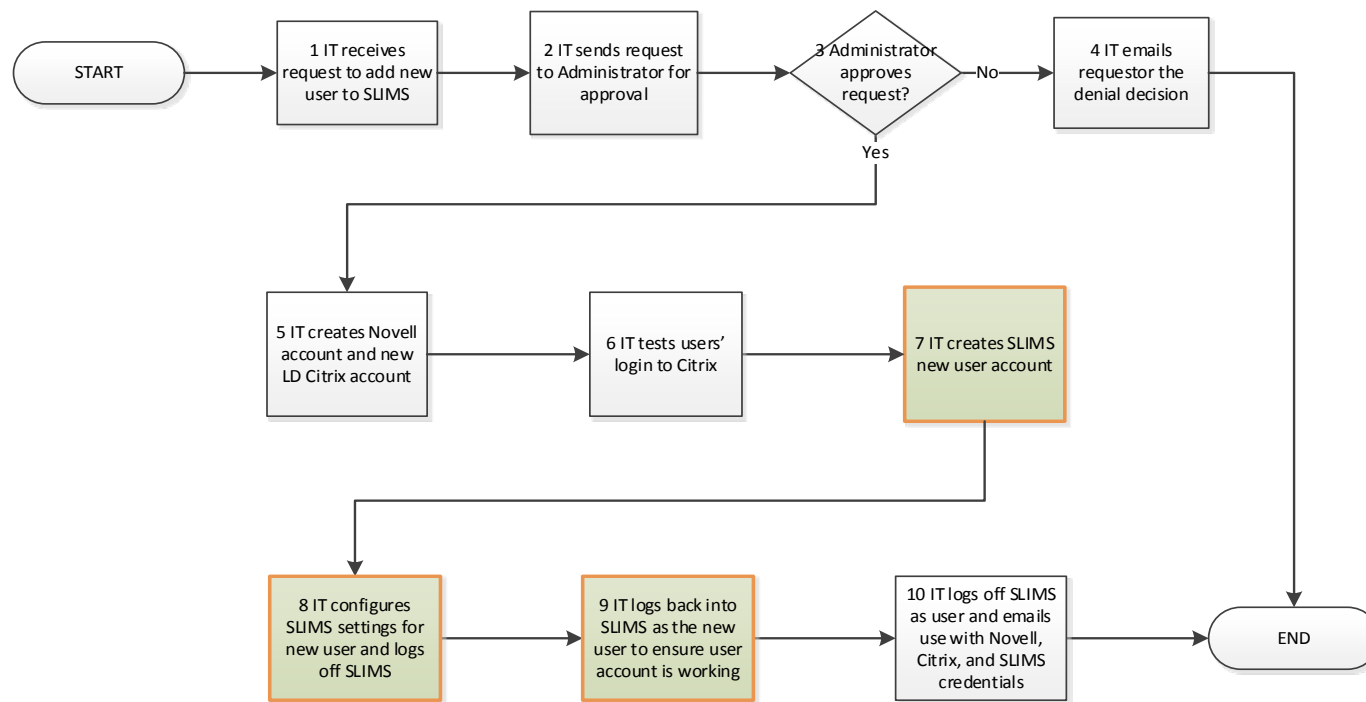
 = SLIMS is used


PW-91 Lease Extension/New Disposition




PW-100 Adding New Users to SLIMS

 = Note  = SLIMS *may be* used  = SLIMS *is* used

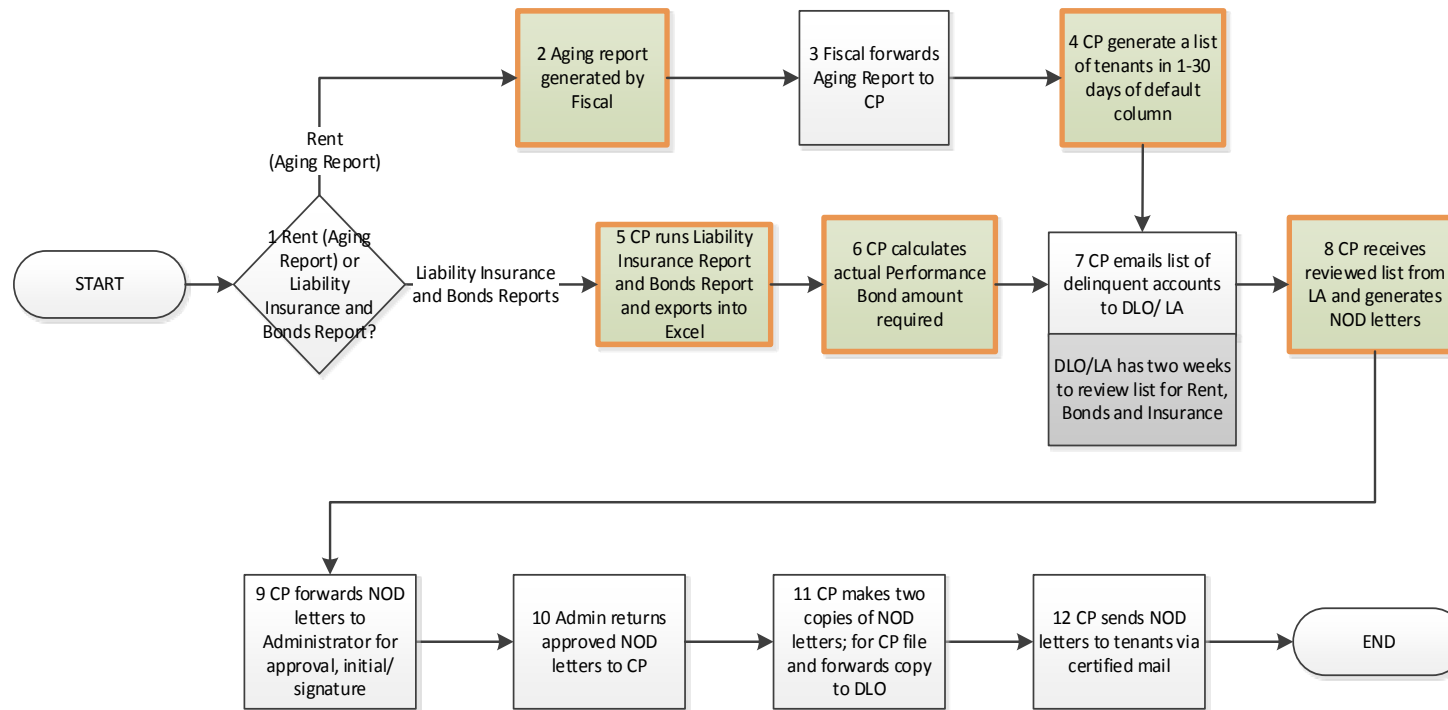



 = Note

 = SLIMS may be used


 = SLIMS is used

PW-110 Notice of Default (NOD)

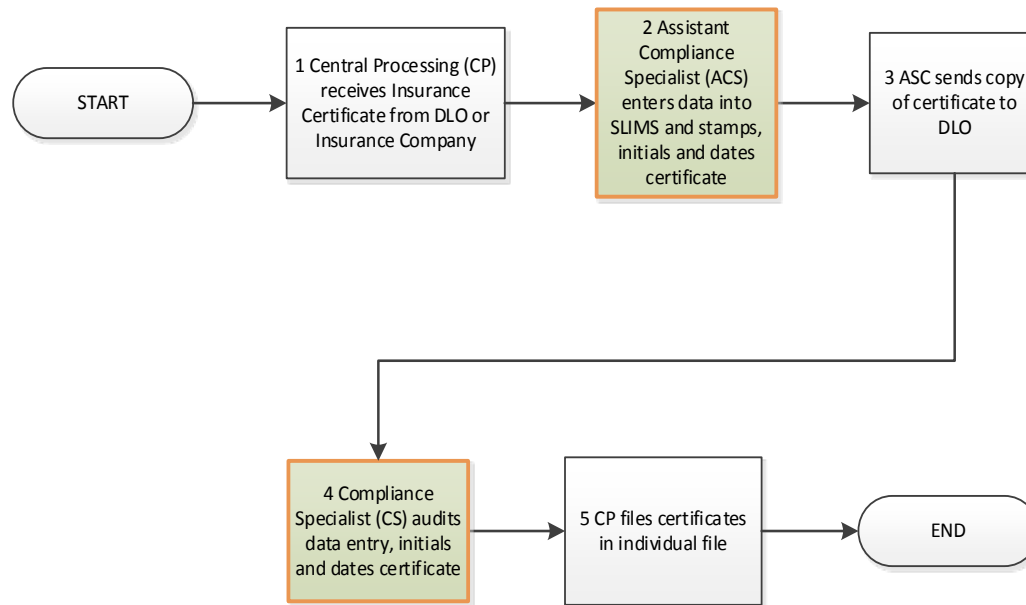



 = Note

 = SLIMS *may be used*


 = SLIMS *is used*

PW-111 Processing of Insurance

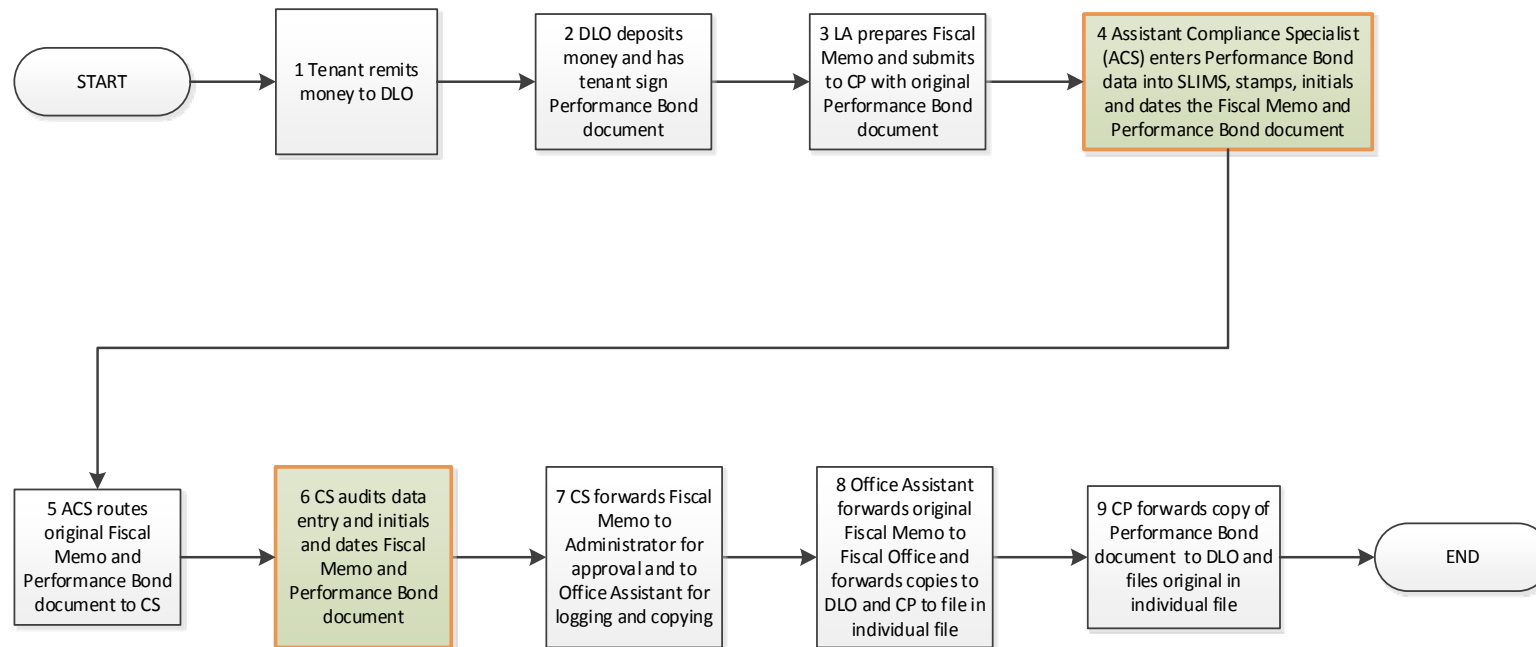



 = Note

 = SLIMS may be used


 = SLIMS is used

PW-112 Processing of Bonds (Cash)

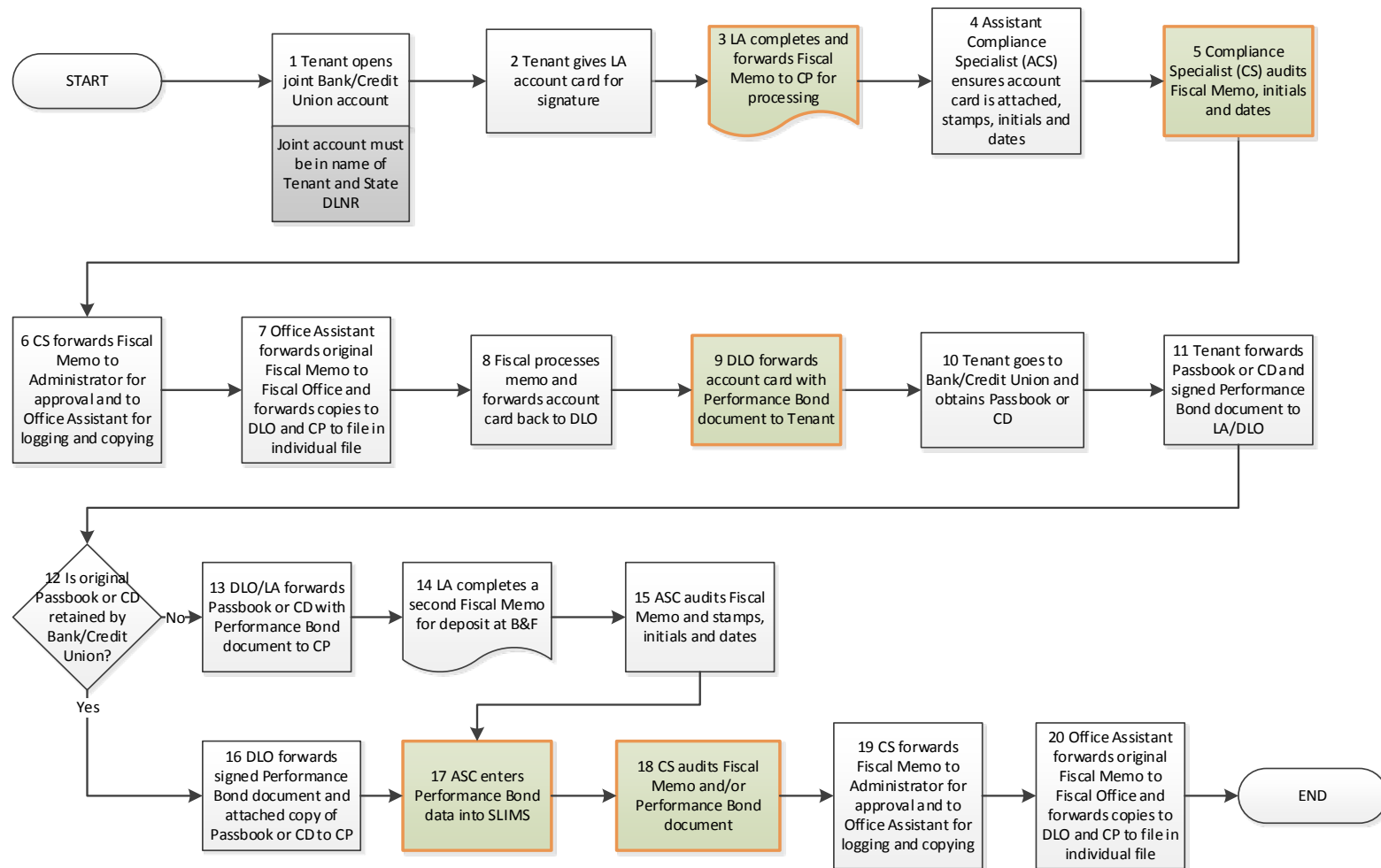





 = Note

 = SLIMS may be used

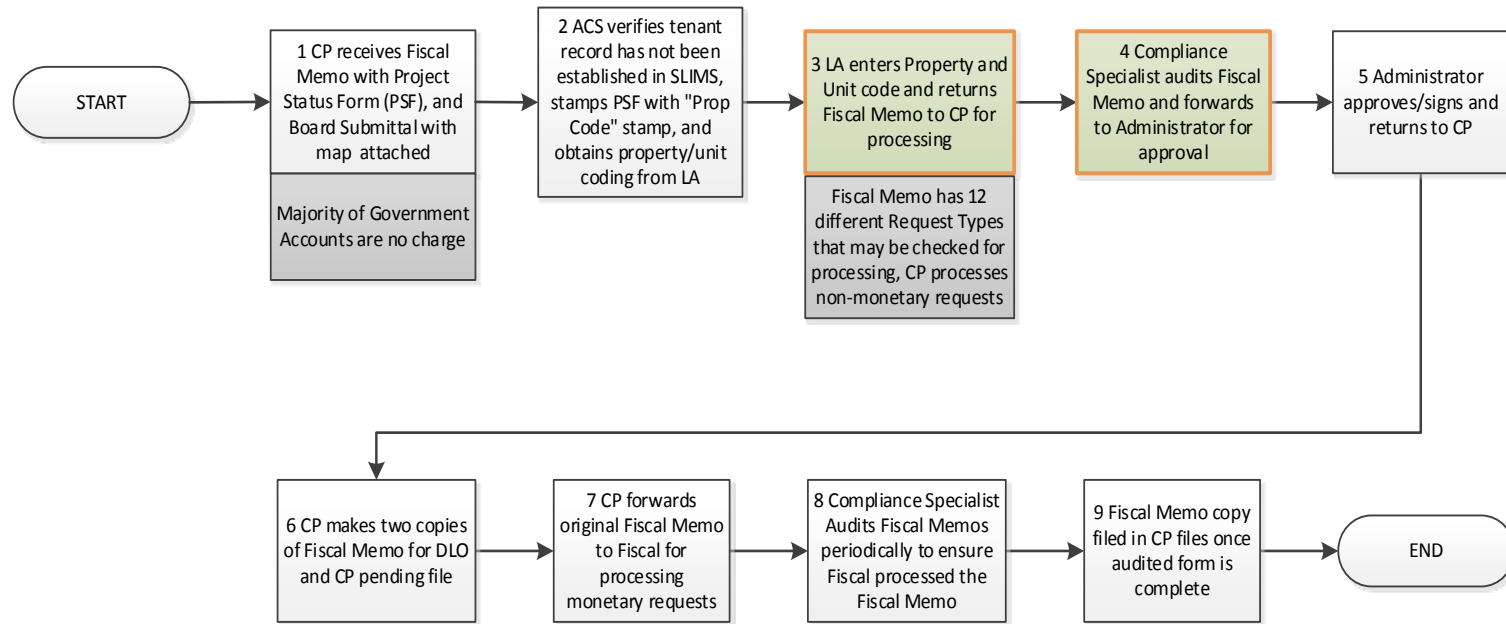
 = SLIMS is used


PW-113 Processing of Bonds (CD, Savings Account and Share Certificates)





 = Note  = SLIMS may be used  = SLIMS is used

PW-114 Setting Up Skeleton Accounts for Fiscal

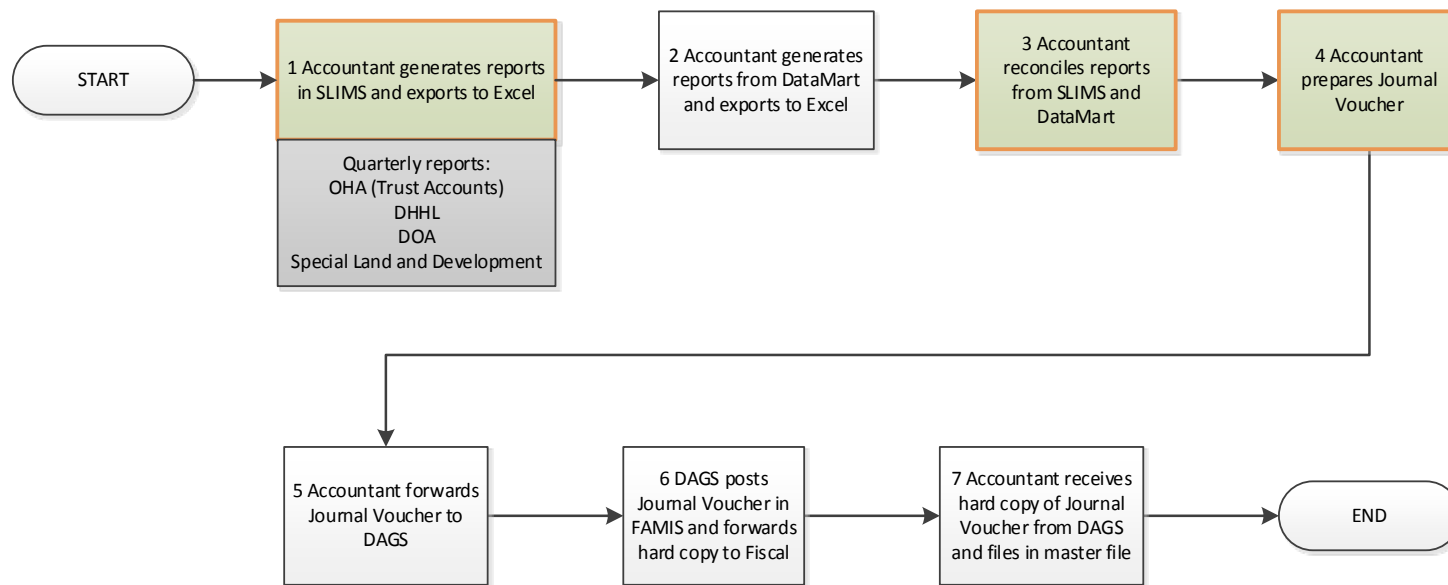



 = Note

 = SLIMS *may be used*


 = SLIMS *is used*

PW-120 Quarterly Fiscal Reports

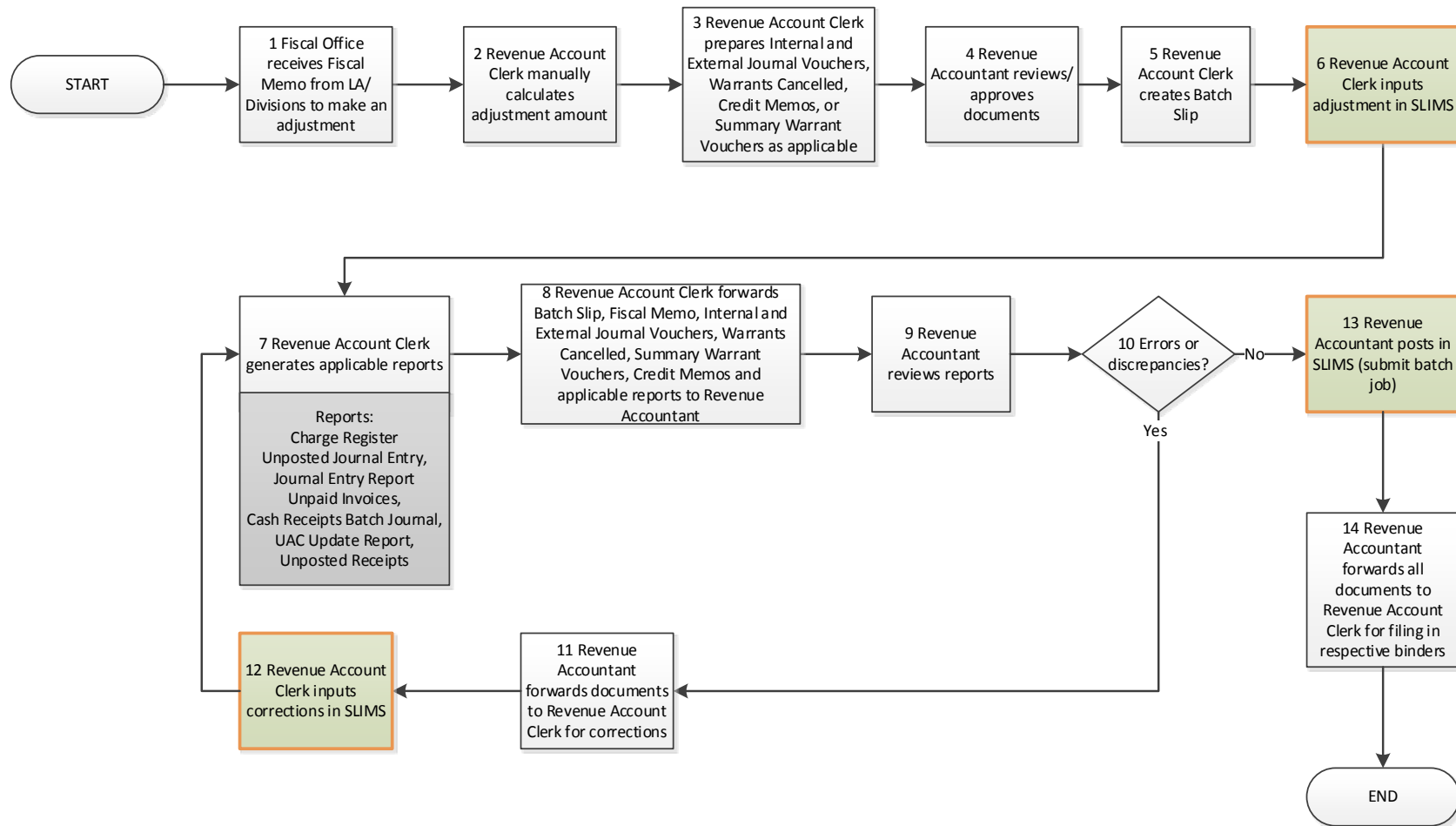



 = Note

 = SLIMS may be used


 = SLIMS is used

PW-121 Adjustments Due to Changes to Tenant Accounts

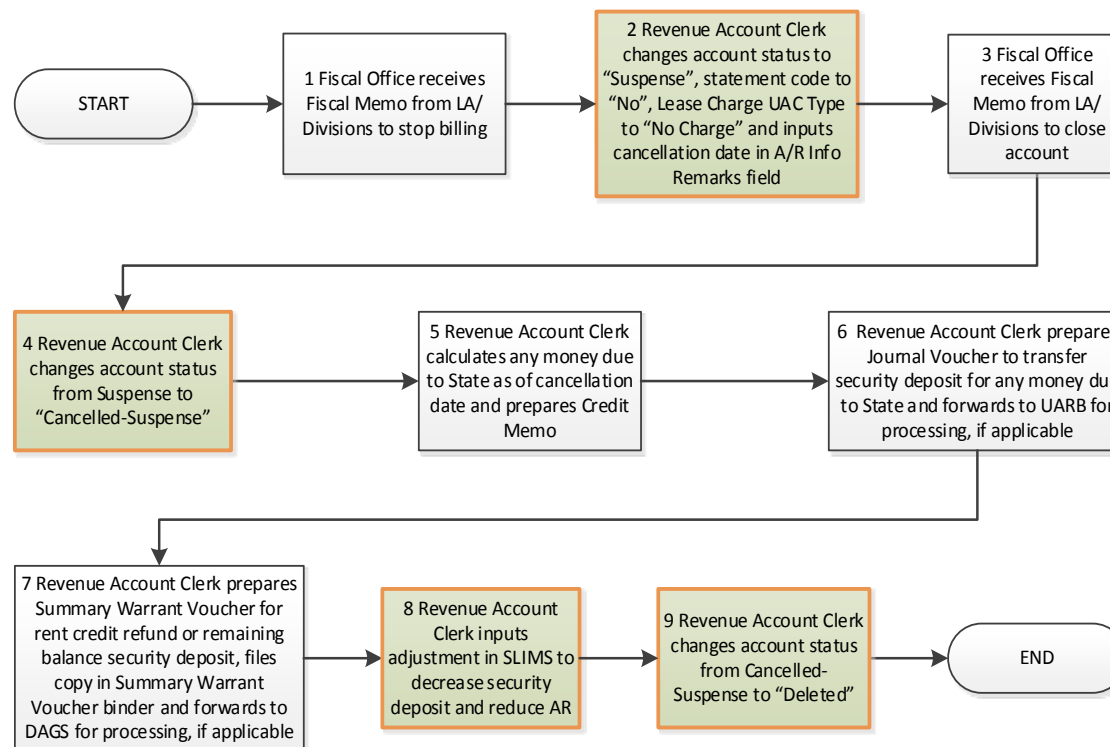





 = Note

 = SLIMS *may be used*

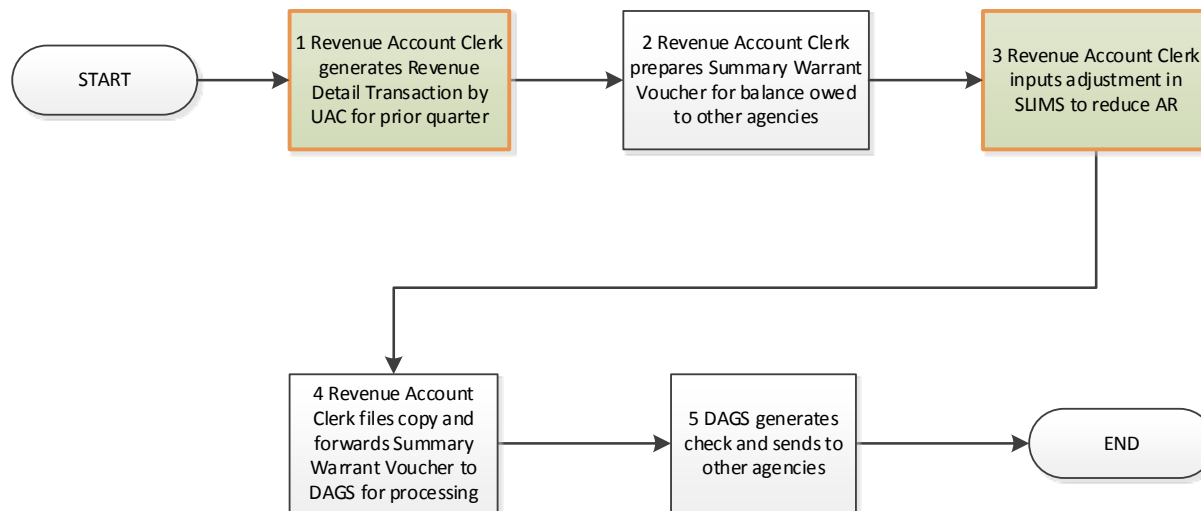
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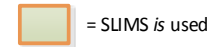
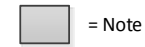
PW-122 Cancellation of General Lease or Revocable Permit



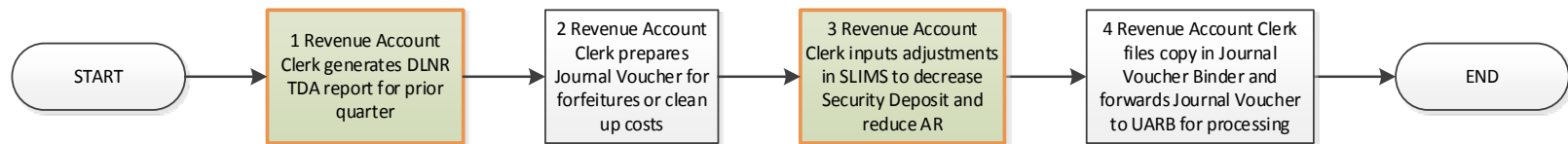
 = Note  = SLIMS *may be used*  = SLIMS *is used*

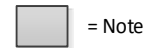
PW-123 Quarterly Transfers to County of Hawaii and University of Hawaii-West Oahu





PW-124 Quarterly Reclassification of Wailoa Pavilion Security Deposit





= Note

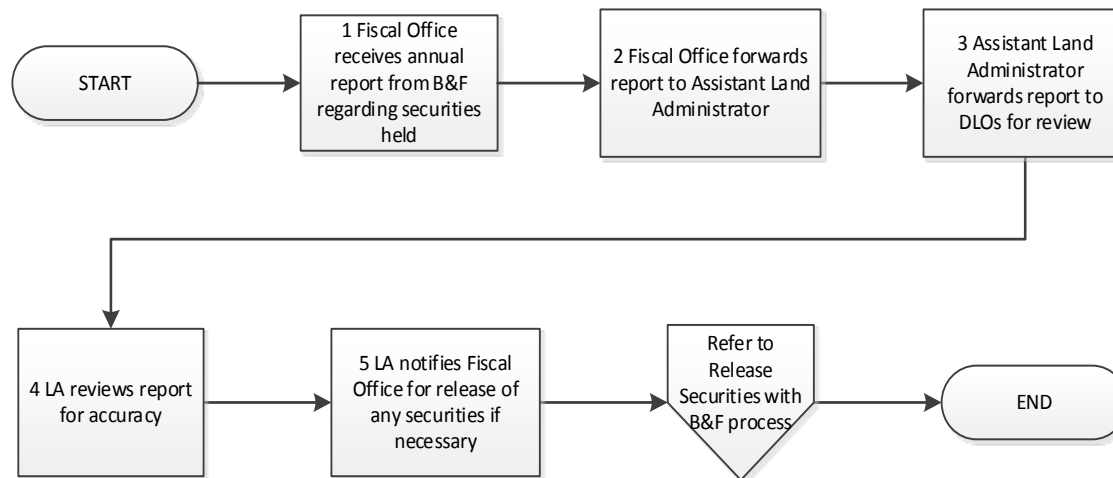


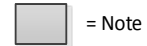
= SLIMS *may be* used



= SLIMS *is* used

PW-125 Annual Review of Securities Held by B&F





= Note

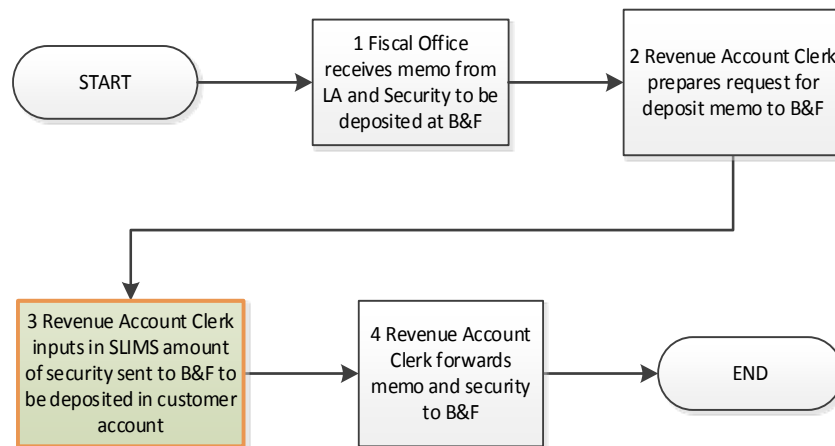


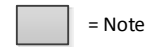
= SLIMS *may be* used



= SLIMS *is* used

PW-126 Deposit Securities with B&F





= Note

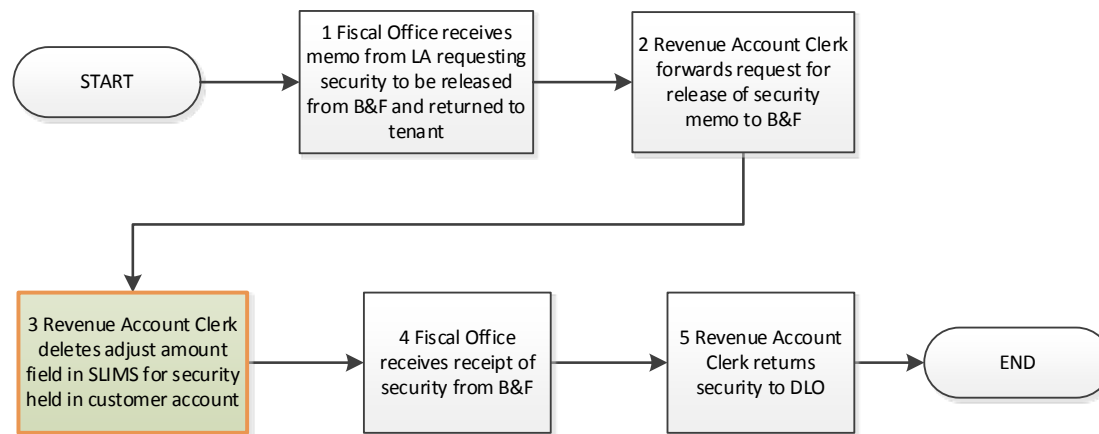


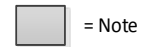
= SLIMS *may be* used



= SLIMS *is* used

PW-127 Release Securities with B&F





= Note

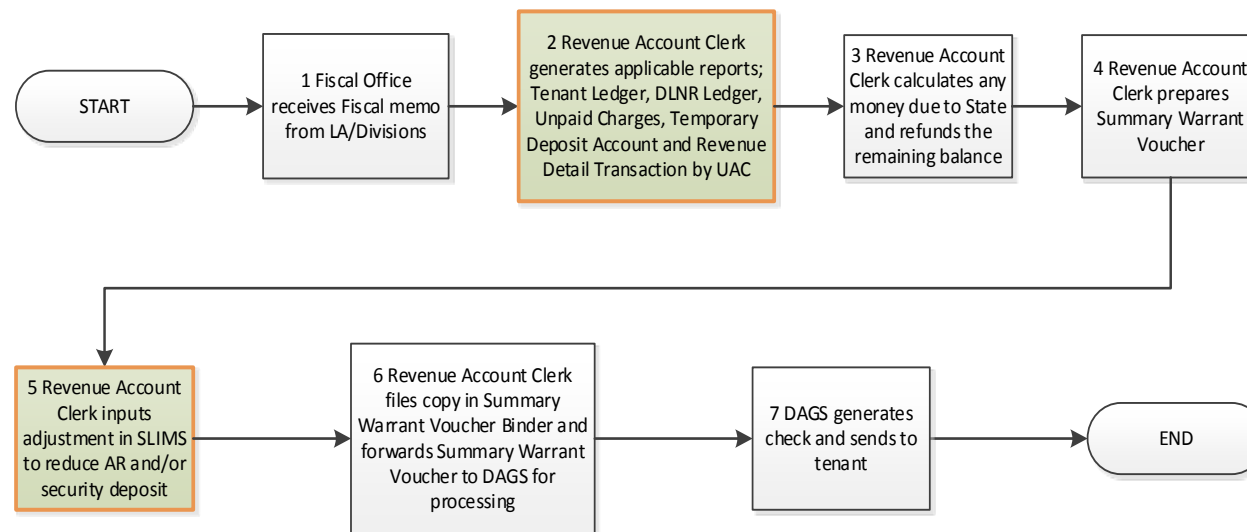



= SLIMS *may be used*




= SLIMS *is used*

PW-128 Refund of Security Deposit, Rent Overpayment or Other Fees

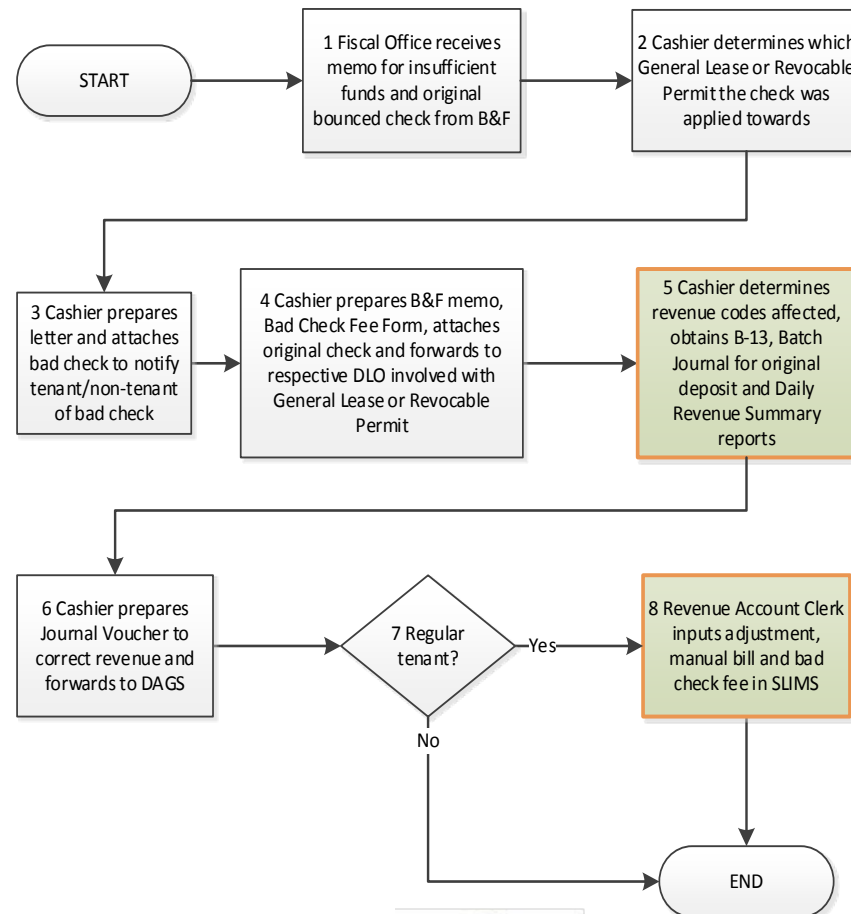



 = Note

 = SLIMS *may be* used


 = SLIMS *is* used

PW-129 Processing Bad Check Fee (all Divisions except BOC and DOBOR)

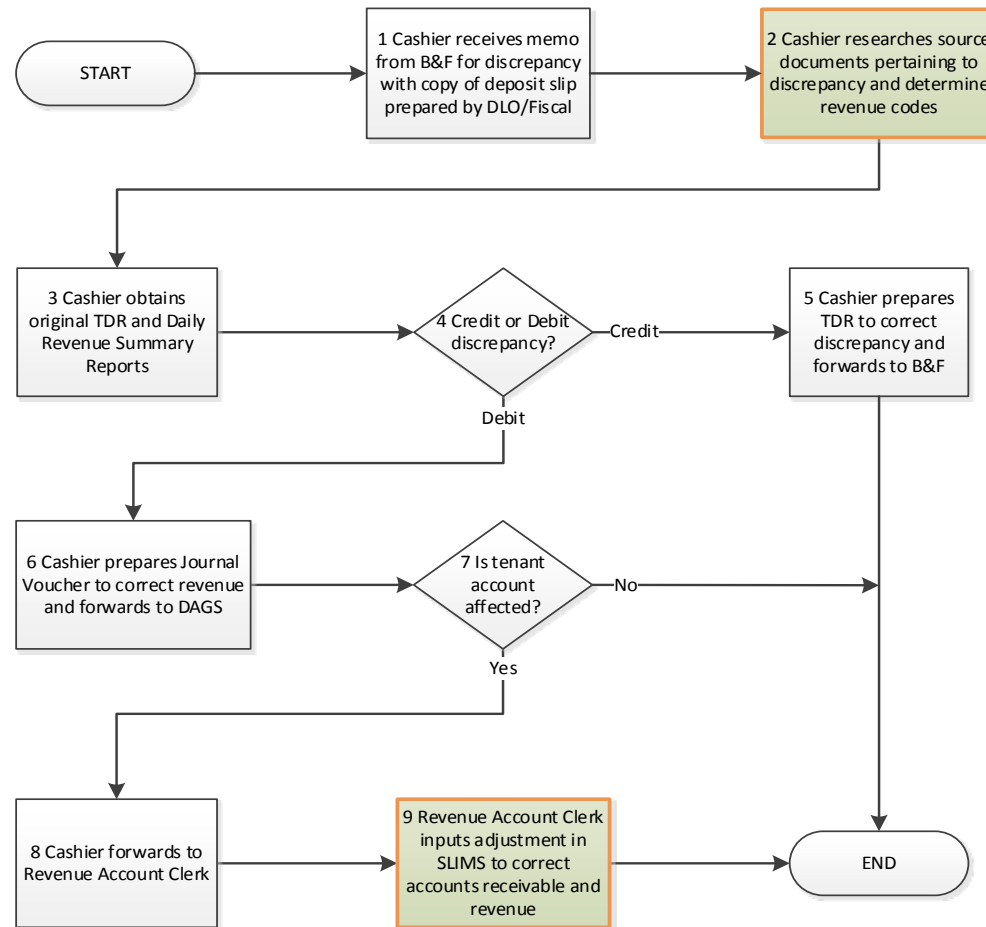



 = Note

 = SLIMS may be used


 = SLIMS is used

PW-130 Debit or Credit Memo-Cash Deposit Discrepancy

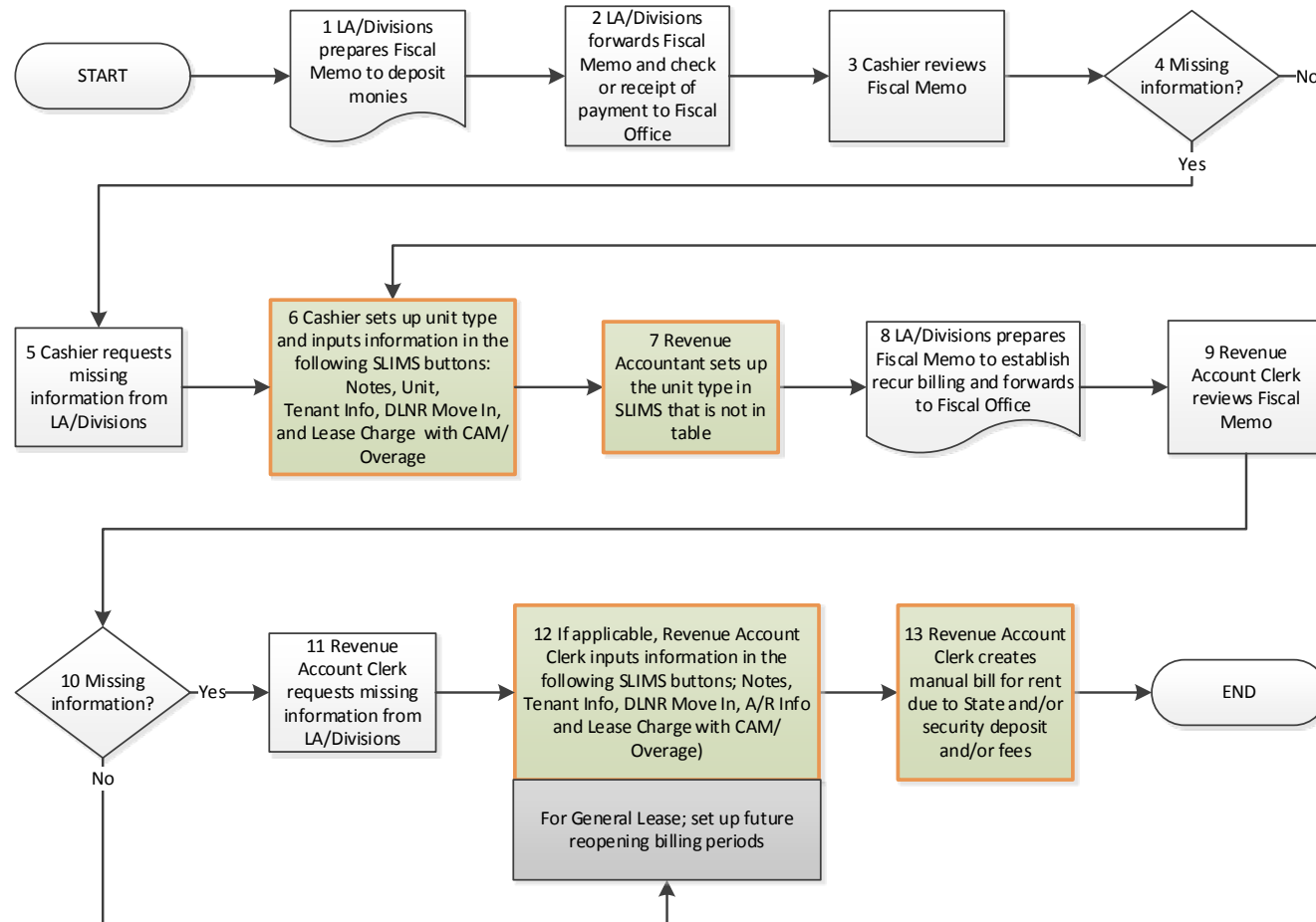





 = Note

 = SLIMS may be used

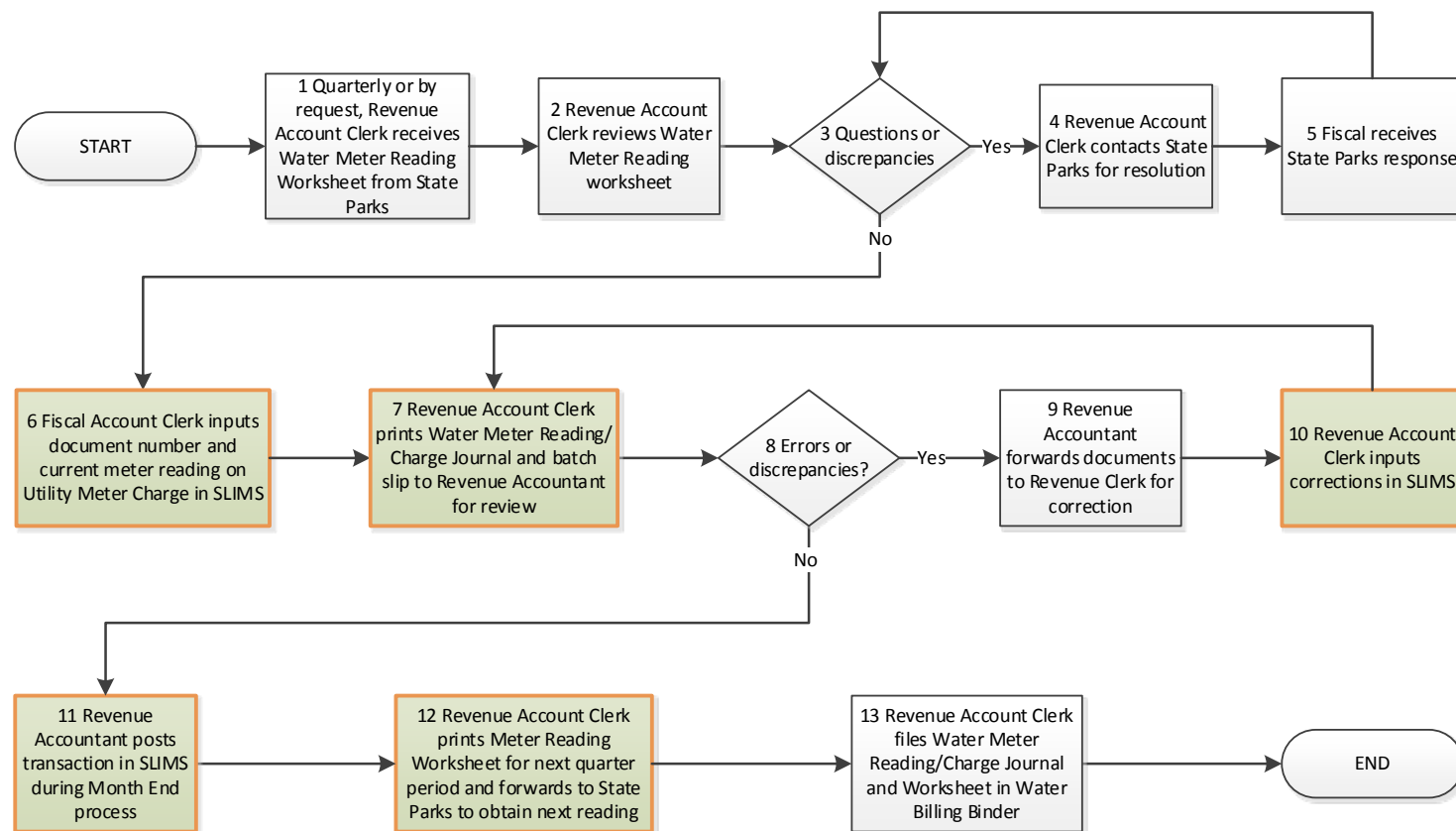
 = SLIMS is used

PW-131 New Revocable Permit or New General Lease

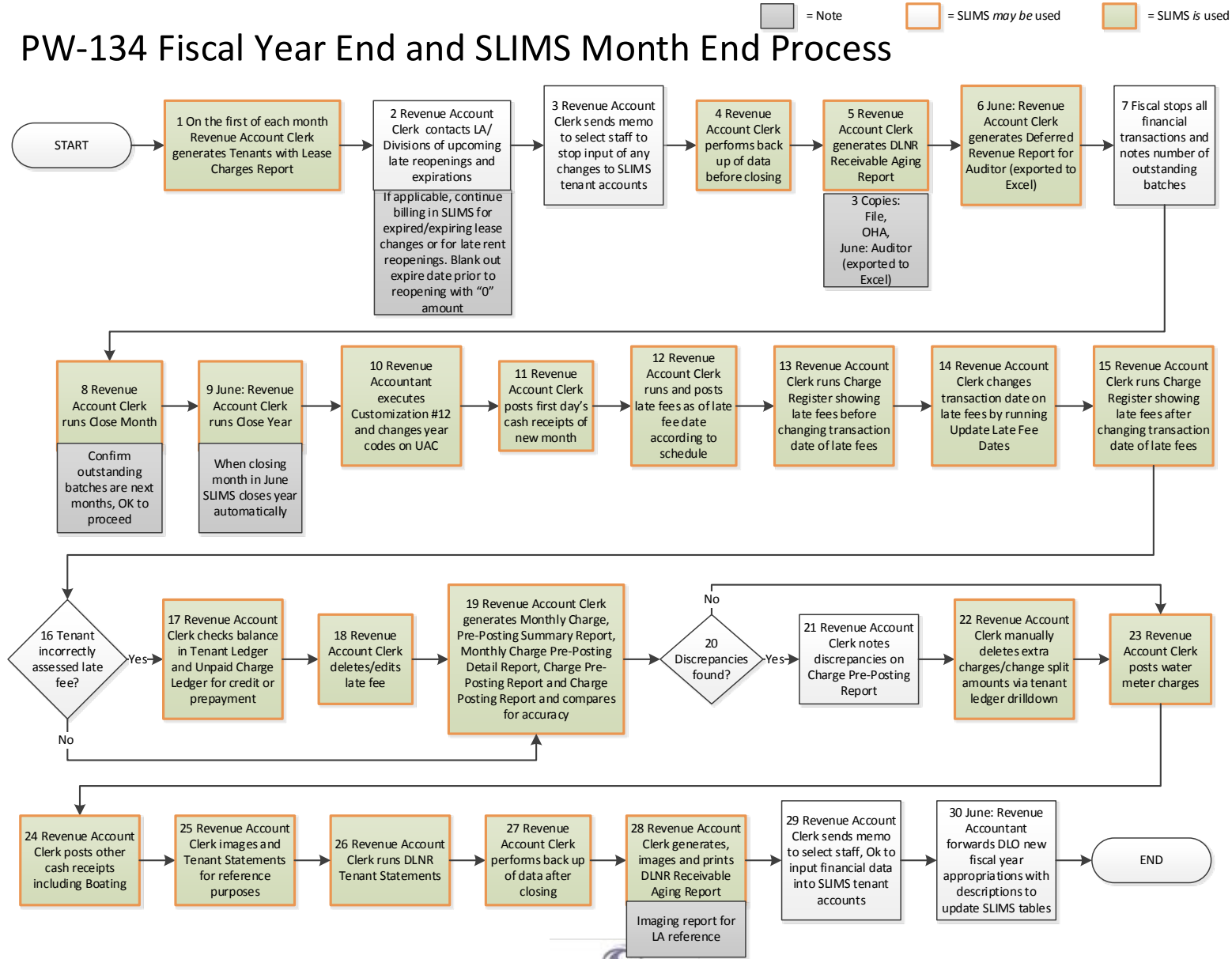



 = Note  = SLIMS *may be used*  = SLIMS *is used*

PW-132 Water Reading Billing – Kokee Cabins




PW-134 Fiscal Year End and SLIMS Month End Process

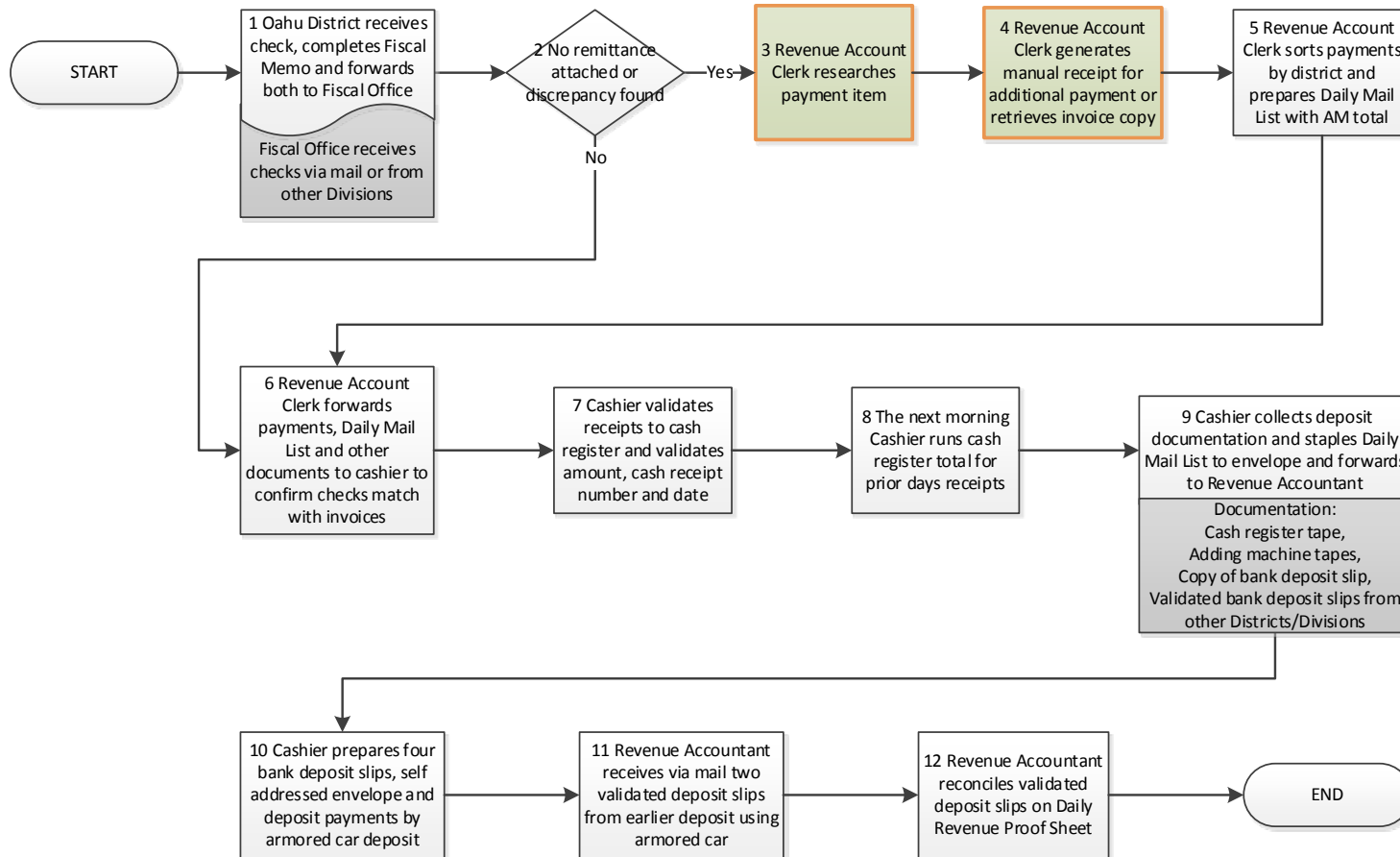





 = Note

 = SLIMS *may be used*

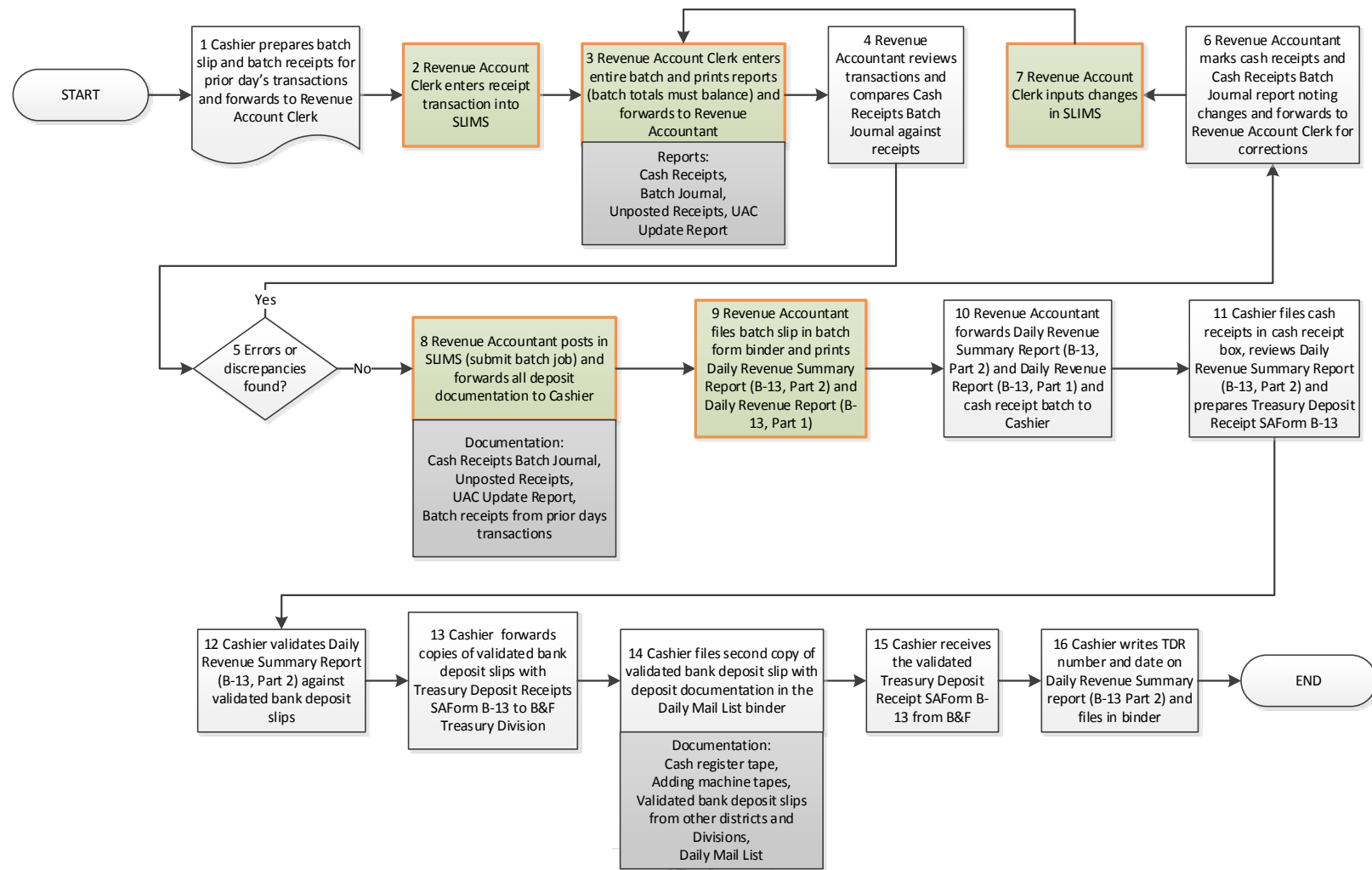
 = SLIMS *is used*

PW-135 Collect Rent and Other Payments-Part 1



 = Note  = SLIMS may be used  = SLIMS is used

PW-136 Collect Rent and Other Payments-Part 2



ii. Potentially Improved Manual Processes

<i>Stakeholders' primary, complex, problematic, time consuming, manual processes or tasks that could potentially be improved upon or streamlined.</i>			
Tracking Number	Manual Process	Importance	Notes
PW-01	Running ad-hoc reports (limited report generation capabilities)	High	Ability to support better custom report creation and ad-hoc reporting.
PW-02	Tracking board action items	Medium	There is no formal tracking of Board actions in SLIMS or capability to report on the history of Board actions for a particular parcel.
PW-03	Tracking status of requests	Medium	This is a manual log of all requests and is kept separate from SLIMS.
PW-04	Complaints tracking	Low	There is a text field only in SLIMS to enter complaint information but it's not used. SLIMS does not have any formal complaint tracking capability.
PW-05	Project Status Form (PSF) monitor, tracking and logged in Excel (three column log)	Medium	This is a manual log of all requests and is kept separate from SLIMS.
PW-06	Excel cut and paste, e.g., multiple HECO SLIMS accounts. The same information has to be typed into each account (Aggregate/Occurrence Amount, Policy Start/End Dates, Policy Number, Insurance Company, Insurance Broker Company and Address, etc.)	High	Ability to have cut and paste capabilities or replicate repetitive data entry so the same data does not have to be retyped manually.
PW-07	Data is manually entered into the Data Collection Form (DCF) and verified using the original submitted documents/forms, prior to entry into SLIMS.	Medium	Ability to support data entry workflow so data can be reviewed and approved prior to being 'live' in the system.
PW-08	Data Collection Forms are completed in preparation for data entry, using original submitted	Medium	Although this assures data integrity, the system should be able to do additional data validation upon data entry.

ii. Potentially Improved Manual Processes

<i>Stakeholders' primary, complex, problematic, time consuming, manual processes or tasks that could potentially be improved upon or streamlined.</i>			
Tracking Number	Manual Process	Importance	Notes
	documents/forms which are then audited prior to entering into SLIMS.		
PW-09	Appraisal section manually adds columns in an exported report; all data comes from SLIMS, but report creation is a manual process.	High	Ability to support better custom report creation and ad-hoc reporting.
PW-10	Data extracted from SLIMS; excel macros are exported to the annual New Dispositions report and submitted each year to the Legislature.	Low	Ability to support better custom report creation and ad-hoc reporting.
PW-11	Excel macro run for annual review of Revocable Permits Renewal.	Medium	Ability to support better custom report creation and ad-hoc reporting.
PW-12	Gathering historical rents for appraisals	Low	Ability to support better custom report creation and ad-hoc reporting.
PW-13	Percentage rents	High	Ability to support percentage of sales rent, in addition to base rent.
PW-14	Manual property research; reports are specific to each request, and not connected by property.	Medium	Ability to be more organized, and data more complete so that searching and simple research requests can be easily accomplished on the system.
PW-15	Manual reporting on Trust Land Status and source of title for the 13k State lands	Medium	System needs easy report generation of Trust Land Status.
PW-16	Manual process to collect encumbrances, documents and dispositions.	Low	This item refers to researching source documents. Some of these could be digitized, however original documents still need to be kept.

ii. Potentially Improved Manual Processes

<i>Stakeholders' primary, complex, problematic, time consuming, manual processes or tasks that could potentially be improved upon or streamlined.</i>			
Tracking Number	Manual Process	Importance	Notes
PW-17	Master Abstract Log	Low	This is a manual log of Abstract requests and is kept separate from SLIMS.
PW-18	Tsunami Debris tracking and Unexploded Ordinance (UXO) data tracking in SharePoint.	Medium	Ability to support the tracking and reporting on Tsunami Debris and UXO data.
PW-19	Three mandated folders; Blue folder – contains official documents, contracts, board submittals Communication folder - contains letters Compliance folder – contains bond certificates, insurance, etc.	Low	This is referring to the physical files for each parcel. Some of these files or documents could be digitized, however some of the original documents must to be maintained.
PW-20	Obtaining contact name and information from physical files for annual site inspections of DLNR properties.	High	Ability to support tracking of latest contact information for each parcel.
PW-21	Excel report by districts of what lands are state lands	High	Ability to support better custom report creation and ad-hoc reporting.
PW-22	Excel shoreline file log	Medium	Ability to support better custom report creation and ad-hoc reporting.
PW-23	No standard maintenance workflow process including dangerous tree removal, eviction and cleanup.	Medium	
PW-24	All exported reports are reconciled with DataMart/FAMIS (State financial management system)	Low	Ability to support better financial reporting, reconciliation with FAMIS will most likely still be required.

ii. Potentially Improved Manual Processes

<i>Stakeholders' primary, complex, problematic, time consuming, manual processes or tasks that could potentially be improved upon or streamlined.</i>			
Tracking Number	Manual Process	Importance	Notes
PW-25	Account setup, changes, revenue splits are all defined on the Fiscal Memo. Fiscal Memo defines unit type, set up fees, splits, deposits, etc. Any changes made are recorded in notes section – date, type of transaction, etc. All Fiscal Memos are assigned a land division number and used as reference number.	High	Ability to support all data and transactions on Fiscal Memo.
PW-26	Limited single address billing capability, sometimes the same bill must be sent to the tenant, the bank, the Mortgage Company, lawyer, etc. Manual billing is done in these cases for the other addresses.	High	
PW-27	SLIMS only calculates late charge and rent, not interest. Manual calculation is done for interest. (\$50 late charge and 1% per month interest).	High	
PW-28	LD works with county tax assessors to provide market value information. They report manually but it used to be an FTP site that data was loaded from SLIMS, then downloaded by the counties. Increase in frequency is preferred from annual to quarterly.	Medium	
PW-29	Data queries are run annually in SLIMS, exported to Excel and manually uploaded to PLTIS.	Medium	Ability to support automated interfaces to/from other systems.

iii. Known Process Workflow Issues

<i>Stakeholders' primary, complex, problematic, time consuming, process workflow/task issues.</i>			
Tracking Number	Process Workflow/Task Issue	Importance	Notes
PW-30	No automatic mechanism to report County TMK changes to DLNR or to track changes to parcels.	High	Ability to support automated interfaces to/from other systems.
PW-31	Default reports generation/filtering	Medium	Some required info is not in SLIMS
PW-32	TMKs are not linked which make it difficult to research. TMKs change over time. A particular parcel could have one TMK and then later be split or subdivided with each parcel being given a different parcel number. Sometimes the TMK for subdivided lands could also be put on another map or plat, or the subdivided land could be brought back together.	High	Ability to support one to many and many to one relationships for TMKs, parcels, easements, etc. and support historical reporting of TMK changes over time. Abstract report tracking and logging should not be in SLIMS in part due to TMK splits and consolidation unless they can be linked together.
PW-33	Inventory of land/property data is not complete, many parcels only have TMK, no other info is available, size, past use, etc.	High	Data completeness is an issue that will need to be addressed during data conversion and training.
PW-34	No standard TMK format. It has changed over the years especially in the Master File, e.g., some TMKs have seaward, some have zeros and some do not.	Medium	TMK format should be standardized in the system and during data conversion. This should be able to be cleaned up during data conversion. This is a potential data conversion issue. The system should provide data format masking and validation to assure that the TMKs are entered correctly.
PW-35	Master Document Log has more than 29,000 Land Office Deeds. This spreadsheet log is an index to all documents but is not complete, new document references are added as needed. Kim assigns a	Medium	The document log should be able to be contained on the system. Log is complete as of Year 2000 (when SLIMS was implemented).

iii. Known Process Workflow Issues


<i>Stakeholders' primary, complex, problematic, time consuming, process workflow/task issues.</i>			
Tracking Number	Process Workflow/Task Issue	Importance	Notes
	number when entering info on the log.		
PW-36	Unable to connect street address to TMK, info may be available on County site.	Medium	Ability to support street address information. Requesting street address capture in the new system.
PW-37	Incomplete inventory of land/property data, many parcels only have TMK, with no other data available, e.g., size, past use.	High	Ability to support only the high-priority data elements that DLNR will actually be able to maintain with accurate and timely data entry.
PW-38	SLIMS data is incomplete, e.g., ceded land status, acreage. Data gathering requires Land Agents to view multiple systems, e.g., Land Shark, County, and PLTIS.	High	Systems outside of SLIMS will not be replaced as part of this project so utilizing those systems may still be necessary.
PW-39	Lack of contact information in SLIMS due to lack of resources, priority and frequently changing information.	Medium	Easier, updatable way to keep contact information current in the new system. The system should have multiple contact fields. SLIMS has contact fields but it's not populated.
PW-40	User Account creation and maintenance on three systems, accounts created in Citrix, Novel and SLIMS, including; setting security levels, password resets, user deletion/removal, and daily onsite backup.	High	Would like to see a similar process (to the PLTIS user name setup) for adding new users to the new SLIMS. Ability to support easy setup and maintenance of user accounts. User list is kept in SharePoint.
PW-41	Need training; new hire, refresher, and external training.	High	New system training in various forms will be required. New hire training should be longer than one hour. Data completeness issues will need to be addressed during data conversion and training.

iii. Known Process Workflow Issues

<i>Stakeholders' primary, complex, problematic, time consuming, process workflow/task issues.</i>			
Tracking Number	Process Workflow/Task Issue	Importance	Notes
PW-42	County zoning information is not complete.	High	More frequent data updates from the counties will alleviate some of this issue.
PW-43	No simple way to search leases and rents for appraisal comparisons.	Medium	Ability to support doing comparable reporting. Third-party appraisers do comparisons outside of SLIMS. Rent reopenings are occasionally checked to see if they are comparable for mediation/explaining mediated settlements to the Board.
PW-44	SLIMS tracks to the seawall only, it does not track offshore state (submerged) lands, e.g., underwater cables.	Medium	Ability to be able to track 'off-land' assets.
PW-45	SLIMS does not track unencumbered lands if there is no disposition.	Low	DLNR does not have the resources to enter all data for unencumbered lands without any disposition.
PW-46	No online payment capability except Federal payments; all transactions under one account w/FHB, no credit/debit cards capabilities.	Medium	Ability to support the option for online payments.
PW-47	Not enough DLNR resources to take over all SLIMS accounts for other divisions. If more Divisions need access, need user based access and more granular security to allow other Divisions account management.	High	Ability to support robust, granular, flexible and easy to manage security.


iv. Proposed “To-Be” Workflows

<i>Stakeholders' proposed "To-Be" workflow processes.</i>			
Tracking Number	Section	Documented or Identified	Proposed “To-Be” Workflow Process
PW-69	Land Agent	Documented	Maintenance frequency report generation
PW-70	Land Agent	Documented	Inspection frequency report generation
PW-71	Land Agent	Identified	Complaints/Inquires/Request tracking
PW-81	Abstract	Documented	Upload reports to SLIMS
PW-137	Fiscal	Identified	Collect Rent and Other Payments (with Deletion of manual typing the Daily Revenue Summary Report (B-13, Part 2))

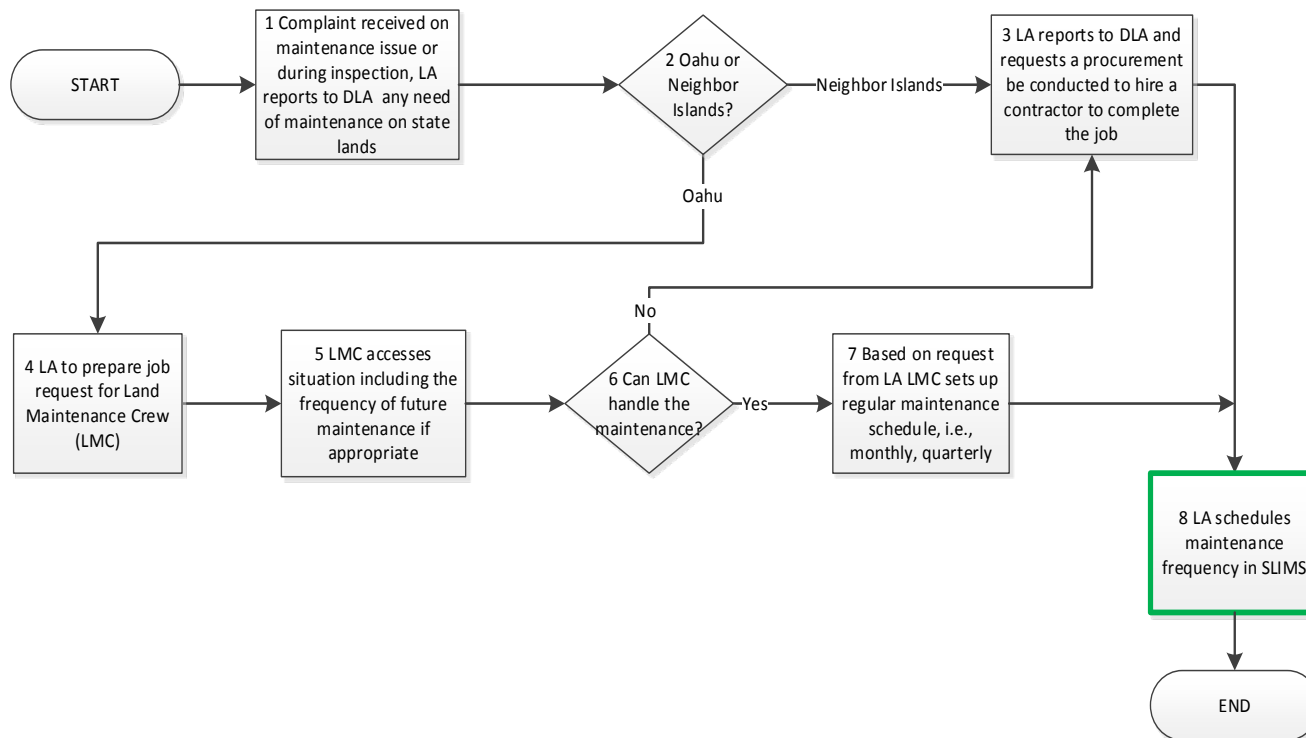
 = To Be Process

 = Note

 = SLIMS *may be used*

 = SLIMS *is used*

PW-69 Maintenance (To Be Process)



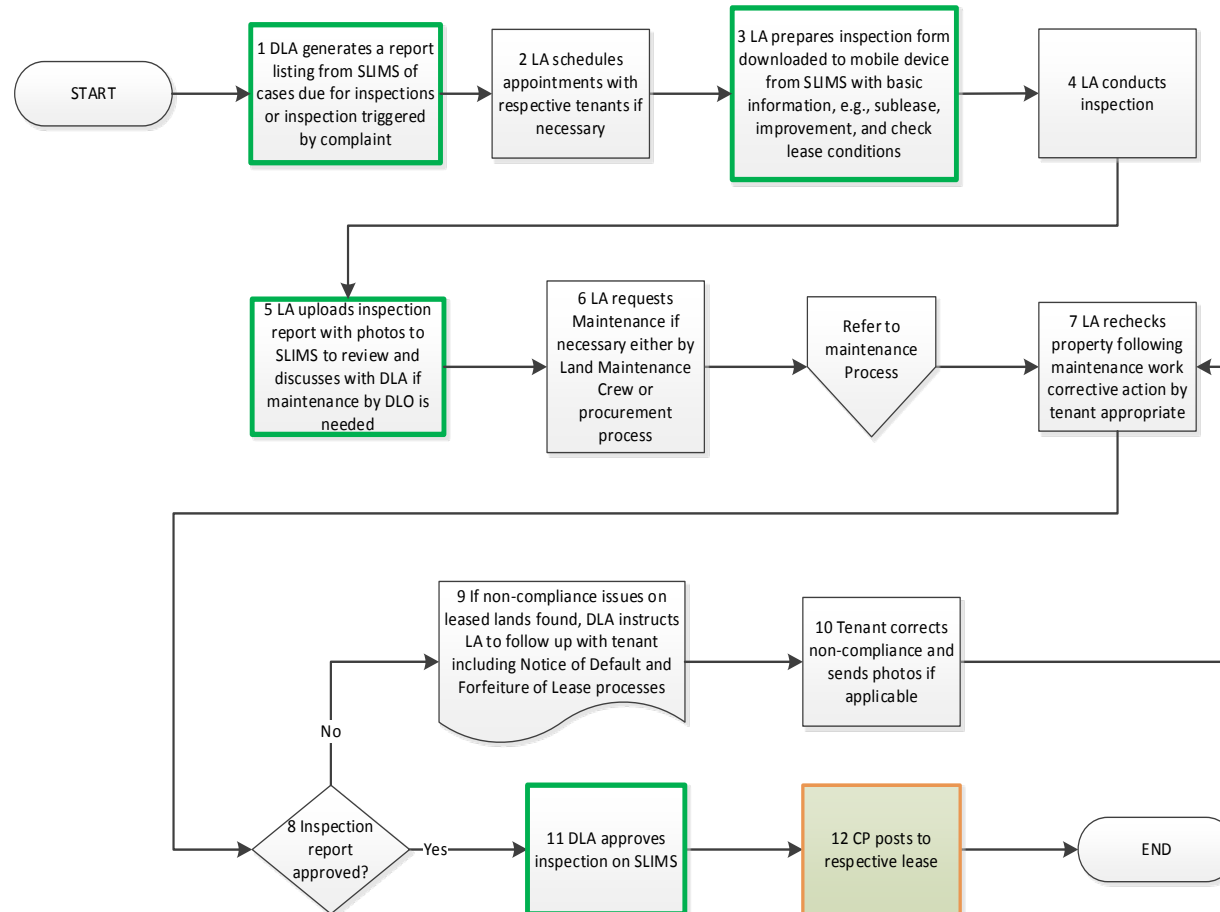
PW-70 Inspection (To Be Process)


= To Be Process


= Note


= SLIMS may be used


= SLIMS is used



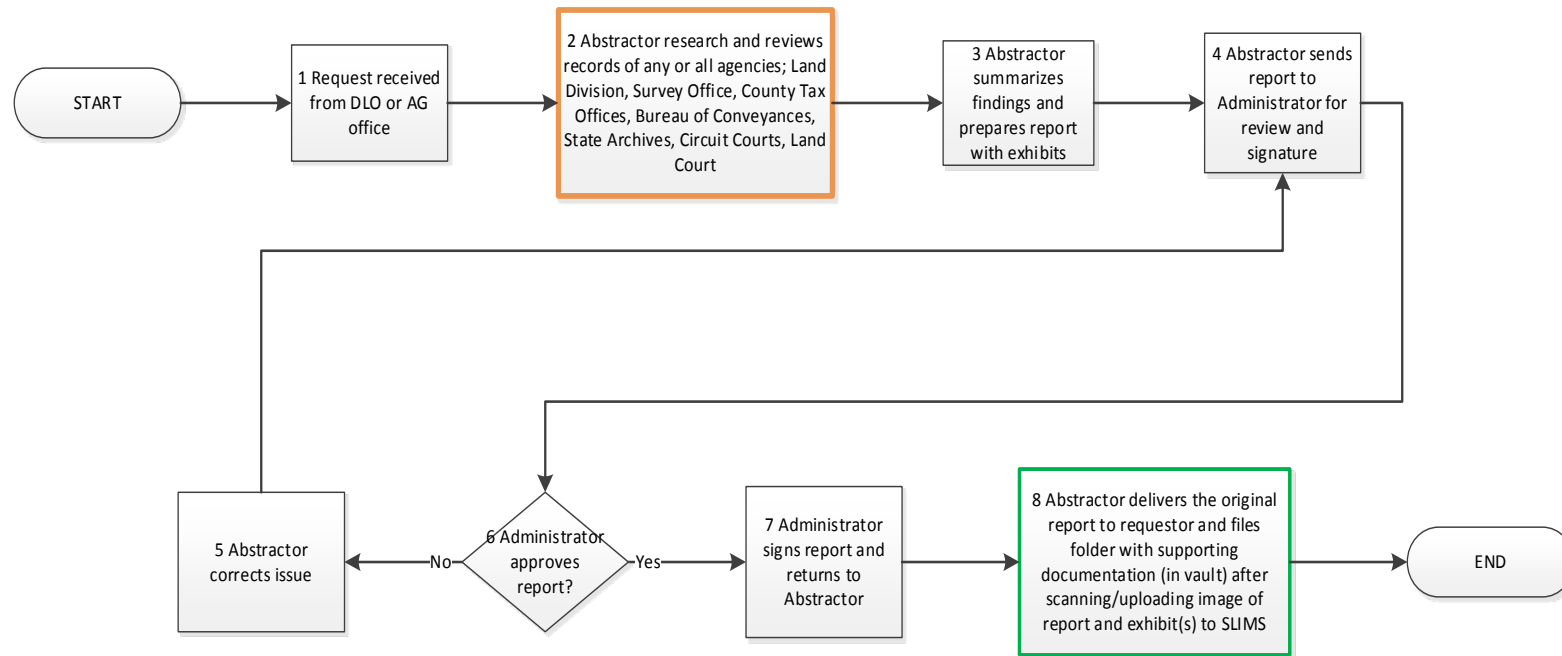
 = To Be Process

 = Note

 = SLIMS *may be used*

 = SLIMS *is used*

PW-81 Processing Abstract Requests (To Be Process)



F. FUNCTIONAL REQUIREMENTS AND TRACEABILITY MATRIX

This section details the LD's specific functional requirements, as defined by system stakeholders, including functional business requirements, system and security, and training and reporting requirements. Requirements are linked to their source based on which meeting, or facilitated group session they originated from.

Req #	Requirement Description	Priority	Source	Relates to Objective	Manifests in Deliverable	Comments
	FUNCTIONAL					
RTM-01	Ability to track entire history of TMK - comprehensive, showing all TMK splits and/or TMK combines related to that parcel	High	Abstractor/ Support Staff	New technology, mode or method of doing tasks in an efficient and effective manner	Data Integration	TMK setup and link to parcel. Splitting (or combining) of TMKs.
RTM-02	Support for easily searchable submittals, encumbrances, easements, agenda titles, EOs	High	Abstractor/ Support Staff	New technology, mode or method of doing tasks in an efficient and effective manner	Expanded system capabilities	General search engine, Boolean search capability
RTM-03	Ability to search and view past relevant board approvals, with Abstract Report - re: Trust Land Statuses	High	Abstractor/ Support Staff	New technology, mode or method of doing tasks in an efficient and effective manner	Mobile access to data	
RTM-04	Consolidated view of all encumbrances, documents, EOs and dispositions (with links to each) affecting that parcel/TMK	High	Abstractor/ Support Staff	New technology, mode or method of doing tasks in an efficient and effective manner	Expanded system capabilities	
RTM-05	Ability to search multiple TMKs at the same time (i.e. 20 keys - searched).	Medium	Abstractor/ Support Staff	New technology, mode or method of doing tasks in an efficient and effective manner	Expanded system capabilities	

Req #	Requirement Description	Priority	Source	Relates to Objective	Manifests in Deliverable	Comments
RTM-06	Ability to support calculating rent payable for previous periods, e.g., \$X for Yr. 10, \$Y for Yr. 11 - to Yr. 20 etc.	High	Appraisal	New technology, mode or method of doing tasks in an efficient and effective manner	Expanded system capabilities	
RTM-07	Support for percentage rents including calculation and actual dollar amounts	High	Appraisal	New technology, mode or method of doing tasks in an efficient and effective manner	Expanded system capabilities	
RTM-08	Ability to pull up rents for similar DLNR properties in the same area (i.e. comparables).	Medium	Appraisal	New technology, mode or method of doing tasks in an efficient and effective manner	Expanded system capabilities	Need to see the system ability to pull past comparables based on different parameters, e.g. geographical, size, uses.
RTM-09	Support compliance tracking for fire (Property) and liability insurance	High	CP	New technology, mode or method of doing tasks in an efficient and effective manner	Expanded system capabilities	
RTM-10	Automatically issue property code for new accounts	High	CP	New technology, mode or method of doing tasks in an efficient and effective manner	Expanded system capabilities	And add to the PSF Master Request Log
RTM-11	Ability to enter milestones to track the status including attaching acknowledgment letters	High	CP	New technology, mode or method of doing tasks in an efficient and	Expanded system capabilities	

Req #	Requirement Description	Priority	Source	Relates to Objective	Manifests in Deliverable	Comments
				effective manner		
RTM-12	Provide a Notice of Default pop-up alert that a NOD is in effect	Low	CP	New technology, mode or method of doing tasks in an efficient and effective manner	Expanded system capabilities	
RTM-13	Provide a Notice of Default pop-up alert that a NOD has expired	Low	CP	New technology, mode or method of doing tasks in an efficient and effective manner	Expanded system capabilities	
RTM-14	Support document attachments (i.e. general leases, permits, board submissions, insurance, bond, etc.)	Medium	CP	New technology, mode or method of doing tasks in an efficient and effective manner	Expanded system capabilities	
RTM-15	Ability to support multiple address per tenant	Medium	CP	New technology, mode or method of doing tasks in an efficient and effective manner	Expanded system capabilities	Multiple addresses assigned to one lease record, e.g., billing.
RTM-16	Ability to support linking current or new policy/ coverage for multiple lease/permits without repetitive input.	Medium	CP	New technology, mode or method of doing tasks in an efficient and effective manner	Expanded system capabilities	Ease of data entry especially when the same data is required on multiple leases or permits.
RTM-17	Enable easy data entry with review/approval workflow	Medium	CP	New technology, mode or method of doing tasks in an efficient and	Expanded system capabilities	

Req #	Requirement Description	Priority	Source	Relates to Objective	Manifests in Deliverable	Comments
				effective manner		
RTM-18	Ability to support multiple leases, multiple lenders, multiple insurance companies, record bills and Notice of Defaults (NODs)	High	Fiscal	New technology, mode or method of doing tasks in an efficient and effective manner	Expanded system capabilities	Multiple related items set up for one property record and NODs sent to all addresses associated with a lease.
RTM-19	Ability to enter the same data into multiple leases at the same time	High	Fiscal	New technology, mode or method of doing tasks in an efficient and effective manner	Expanded system capabilities	Without having to manually enter into each lease record.
RTM-20	Support both a 1% interest charge on a delinquent account for the overdue balance, plus \$50 late fee.	High	Fiscal	Ease of creating financial reports	Reports	How late fees are setup and calculated.
RTM-21	Support ability to calculate interest and calculate the billing schedule for Special Installment Agreements (SIA)	High	Fiscal	New technology, mode or method of doing tasks in an efficient and effective manner	Expanded system capabilities	For special situations where lease terms are restructured.
RTM-22	Ability to apply overpayments	High	Fiscal	New technology, mode or method of doing tasks in an efficient and effective manner	Expanded system capabilities	Need to see how the system handles overpayments.
RTM-23	Ability to correct misapplied payments	High	Fiscal	New technology, mode or method of doing tasks	Expanded system capabilities	

Req #	Requirement Description	Priority	Source	Relates to Objective	Manifests in Deliverable	Comments
				in an efficient and effective manner		
RTM-24	Ability to split revenue for payment to various agencies/stakeholder groups	High	Fiscal	New technology, mode or method of doing tasks in an efficient and effective manner	Expanded system capabilities	Need to see that the system can handle split revenue payments (20% to OHA), and multiple splits (30% to DHHL, 25% SLDF, 25% SCWRM)
RTM-25	Support online payments	Low	Fiscal	New technology, mode or method of doing tasks in an efficient and effective manner	Track/Report	Customer facing self-service online payments. Maybe a future requirement.
RTM-26	Support online tenant access to view ledger	Low	Fiscal	New technology, mode or method of doing tasks in an efficient and effective manner	Expanded system capabilities	Customer facing self-service account status and ledger statement. Maybe a future requirement.
RTM-27	When viewing data on the screen, ability to sort by place, function, purpose, date, etc.	High	Land Agents	New technology, mode or method of doing tasks in an efficient and effective manner	Expanded system capabilities	

Req #	Requirement Description	Priority	Source	Relates to Objective	Manifests in Deliverable	Comments
RTM-28	Provide mobile access to data.	High	Land Agents	New technology, mode or method of doing tasks in an efficient and effective manner	Expanded system capabilities	Utilize a tablet, or other mobile device to access and input data while in the field.
RTM-29	Support fillable inspection report forms	High	Land Agents	New technology, mode or method of doing tasks in an efficient and effective manner	Expanded system capabilities	i.e. Fillable PDF forms
RTM-30	Ability to link all relevant data to TMK	High	Land Agents	New technology, mode or method of doing tasks in an efficient and effective manner	Data Integration	Such as acquisition history, Executive Order submittals, street address, etc.
RTM-31	Ability to allocate more than one trust land status to one TMK	High	Land Agents	An optimized design that is efficient, effective and easy to use	Expanded system capabilities	Need to see how the system can assign more than one trust land status value to a single TMK.
RTM-32	Ability to track and search ceded land status.	High	Land Agents	New technology, mode or method of doing tasks in an efficient and effective manner	Expanded system capabilities	
RTM-33	Ability to track and search on ownership and jurisdiction (i.e. State, private, etc.), and by district.	High	Land Agents	New technology, mode or method of doing tasks in an efficient and effective manner	Expanded system capabilities	

Req #	Requirement Description	Priority	Source	Relates to Objective	Manifests in Deliverable	Comments
RTM-34	Ability to respond to tort claims.	High	Land Agents	New technology, mode or method of doing tasks in an efficient and effective manner	Expanded system capabilities	
RTM-35	Ability to add form text field to track miscellaneous parcel information (i.e. homeless frequent, etc.)	High	Land Agents	New technology, mode or method of doing tasks in an efficient and effective manner	Expanded system capabilities	
RTM-36	Ability to track shoreline survey certifications related to a specific TMK, and trackable by survey numbers.	High	Land Agents	New technology, mode or method of doing tasks in an efficient and effective manner	Expanded system capabilities	
RTM-37	Ability to maintain a shoreline log.	Medium	Land Agents	New technology, mode or method of doing tasks in an efficient and effective manner	Expanded system capabilities	
RTM-38	Ability to add references to related issues/statutes	Low	Land Agents	New technology, mode or method of doing tasks in an efficient and effective manner	Expanded system capabilities	
RTM-39	Ability to note issues with data or opportunities	Low	Land Agents	New technology, mode or method of doing tasks in an efficient and effective manner	Expanded system capabilities	
RTM-40	Ability to track enforcement activities	Medium	Land Agents	New technology, mode or method of doing tasks in an efficient and	Expanded system capabilities	

Req #	Requirement Description	Priority	Source	Relates to Objective	Manifests in Deliverable	Comments
				effective manner		
RTM-41	Ability to include county zoning data.	Medium	Land Agents	New technology, mode or method of doing tasks in an efficient and effective manner	Expanded system capabilities	
RTM-42	Ability to track maintenance activities, including schedules, procurement of tree-trimmers, eviction, clean-up, etc.	Medium	Land Agents	New technology, mode or method of doing tasks in an efficient and effective manner	Expanded system capabilities	
RTM-43	Ability to track maintenance performance	Medium	Land Agents	New technology, mode or method of doing tasks in an efficient and effective manner	Expanded system capabilities	
RTM-44	Ability to track pending items (i.e., DOT requests, Forestry requests, other requests, etc.).	Medium	Land Agents	New technology, mode or method of doing tasks in an efficient and effective manner	Expanded system capabilities	Need to see workflow capabilities and view status of workflow tasks.
RTM-45	Ability to have a Master Request Log (PSF), by tenant number, etc.	Medium	Land Agents	New technology, mode or method of doing tasks in an efficient and effective manner	Expanded system capabilities	
RTM-46	Ability to track pending land exchange parcels (i.e. link to Land Shark system)	Medium	Land Agents	New technology, mode or method of doing tasks in an efficient and effective manner	Expanded system capabilities	

Req #	Requirement Description	Priority	Source	Relates to Objective	Manifests in Deliverable	Comments
RTM-47	Ability to view history of TMK with one click, as one consolidated view/report					
	SEARCH					
RTM-48	Ability for parts of the Master Abstract Log to be searchable.	Medium	Abstractor/ Support Staff	New technology, mode or method of doing tasks in an efficient and effective manner	Expanded system capabilities	
RTM-49	Ability to search appraisal data based on certain parameters, e.g., date, geographical districts, size, use, etc.	Medium	Land Agents	An optimized design that is efficient, effective and easy to use	Search engine	
	REPORTS					
RTM-50	Ability to format and improve contents of printed reports	Low	Abstractor/ Support Staff	New technology, mode or method of doing tasks in an efficient and effective manner	Redesign of user interface	
RTM-51	Ability to generate annual Dispositions Report	High	Appraisal	Ease of creating financial reports	Reports	
RTM-52	Ability to generate annual review of Revocable permits renewal report	High	Appraisal	Ease of creating financial reports	Reports	
RTM-53	Ability to produce a Revenue Detail report, sorted on key data, cost center, object code, etc.	High	Fiscal	Ease of creating financial reports	Reports	Need to see revenue report.
RTM-54	Ability to report on revocable permits and leases, etc., by district	High	Land Agents	Ease of creating financial reports	Reports	

Req #	Requirement Description	Priority	Source	Relates to Objective	Manifests in Deliverable	Comments
	(for inspections)					
RTM-55	Ability to add more fields to the Rental Reopening report, including; State Land Use Classification, County Zoning, Non-profit status (y/n), Percentage rent (y/n)	High	Appraisal	Ease of creating financial reports	Reports	Need to see how reports can be customized, and filtered for user.
RTM-56	Provide NOD report (Notice of Default) - automatically generate and print from system	High	CP	New technology, mode or method of doing tasks in an efficient and effective manner	Reports	Generate directly from the system without the need to first export to Excel.
RTM-57	Need to report Treasury Deposit Receipts (TDR) from system directly to B-13 report.	High	Fiscal	Ease of creating financial reports	Reports	SLIMS currently produces a B-13 look-a-like report, which is manually transcribed into the B-13 report.
RTM-58	Provide a prepayment application report to verify that prepayments are correctly applied to charges (rent or fees)	High	Fiscal	Ease of creating financial reports	Reports	
RTM-59	Provide all annual reports and all other financial reports	High	Fiscal	Ease of creating financial reports	Reports	Reporting capabilities. See reports requirements section.

Req #	Requirement Description	Priority	Source	Relates to Objective	Manifests in Deliverable	Comments
RTM-60	Provide Daily Report-cash receipts journal report, Monthly, quarterly, yearly-aging report	High	Fiscal	Ease of creating financial reports	Reports	
RTM-61	Provide accurate tenant ledger - (easy to read) for the land agent and tenant	High	Fiscal	Ease of creating financial reports	Reports	
RTM-62	Ability to report on ceded land status.	High	Land Agents	New technology, mode or method of doing tasks in an efficient and effective manner	Expanded system capabilities	
RTM-63	Ability to report on ownership and jurisdiction (i.e. State, private, etc.), and by district.	High	Land Agents	New technology, mode or method of doing tasks in an efficient and effective manner	Expanded system capabilities	
	TRAINING					
RTM-64	Provide various training methods and materials; including live training classes, training manual, etc.	High	Fiscal	An optimized design that is efficient, effective and easy to use	Training Plan	
	SYSTEM					
RTM-65	Ability to easily upgrade the system	High	IT	Flexibility and ease of future updates	Software	
RTM-66	Sufficient bandwidth for system usage within DLNR and from remote and outer island offices	High	IT	An optimized design that is efficient, effective and easy to use	Software	
RTM-67	System can be deployed as cloud-based	High	IT	New technology, mode or method of doing tasks	Hardware	

Req #	Requirement Description	Priority	Source	Relates to Objective	Manifests in Deliverable	Comments
				in an efficient and effective manner		
RTM-68	System is web-based and compatible with standard browsers	High	IT	New technology, mode or method of doing tasks in an efficient and effective manner	Web-based	
RTM-69	System is secure, redundant and highly available.	High	IT	Minimize business disruption	Expanded system capabilities	Need details on software security (encryption) redundancy, (backup/restore) and vendor Service Level Agreements
RTM-70	Ability to support real time Text dictation	High	Land Agents	New technology, mode or method of doing tasks in an efficient and effective manner	Expanded system capabilities	
	USER INTERFACE					
RTM-71	Easy to use, user-friendly interface that is modern, intuitive and that a novice user can learn quickly	Medium	Abstractor/ Support Staff	An optimized design that is efficient, effective and easy to use	Redesign of user interface	
RTM-72	System supports auto-populate data entry option for repeated data entry in multiple records	High	CP	An optimized design that is efficient, effective and easy to use	Redesign of user interface	
RTM-73	System has hover text or screen tips over each button as the mouse	High	CP	An optimized design that is efficient, effective and	Redesign of user interface	

Req #	Requirement Description	Priority	Source	Relates to Objective	Manifests in Deliverable	Comments
	moves over them			easy to use		
RTM-74	System does not require a data entry form (DCF) for accurate data entry	Low	CP	New technology, mode or method of doing tasks in an efficient and effective manner	Expanded system capabilities	
RTM-75	Ability to be able to click on a document reference and have the document pop up.	Medium	CP	An optimized design that is efficient, effective and easy to use	Redesign of user interface	
RTM-76	System has a warning message, such as 'Are you sure you want to close' prior to exiting a data entry screen that has not been 'saved'	Medium	CP	An optimized design that is efficient, effective and easy to use	Redesign of user interface	
	INTEGRATION					
RTM-77	System can provide info to DOCARE (e.g., ownership, encumbrance, HRS/HAR)	High	Land Agents	New technology, mode or method of doing tasks in an efficient and effective manner	Expanded system capabilities	
RTM-78	Allow external agencies (AG, county tax office, etc.) to have view access for new and cancelled leases/permits	High	Land Agents	New technology, mode or method of doing tasks in an efficient and effective manner	Expanded system capabilities	
RTM-79	Ability to transfer data to county tax office more frequently than once a year	Medium	Land Agents	New technology, mode or method of doing tasks in an efficient and effective manner	Expanded system capabilities	

Req #	Requirement Description	Priority	Source	Relates to Objective	Manifests in Deliverable	Comments
	DATA MIGRATION					
RTM-80	Migrate all existing data to new SLIMS system.	High				
RTM-81	Migrate archive of prior (ARMS) system to new SLIMS system.	High				
	GIS					
RTM-82	Ability to click on a map and bring up all prior encumbrances issued by the state e.g., lease, EO, etc., for a particular parcel.	High	Abstractor/ Support Staff	New technology, mode or method of doing tasks in an efficient and effective manner	Expanded system capabilities	Need to see how the system integrates with a GIS.
RTM-83	Ability to integrate with existing GIS systems (i.e. PLTIS or other State GIS	High	IT	New technology, mode or method of doing tasks in an efficient and effective manner	Interface	Need to see that the system can be interfaced to other systems and data exported/imported.
RTM-84	Ability to align parcel data on GIS as accurately as possible		Special Projects			TMK boundaries and parcel layer maps are not of equal proportions when viewed in PLTIS
	RECOVERY					
RTM-85	Ability to backup and restore system					

Req #	Requirement Description	Priority	Source	Relates to Objective	Manifests in Deliverable	Comments
	RETENTION					
RTM-86	Ability to set data retention policies.					
	DESIGN					
RTM-87	What is the database naming convention?	High	IT	An optimized design that is efficient, effective and easy to use	Software	
RTM-88	Ability to hide unnecessary screens, and fields	High	IT	An optimized design that is efficient, effective and easy to use	Expanded system capabilities	
RTM-89	Ability to reliable input fields (i.e. if the system terminology doesn't match the department's terminology).	High	Land Agents	An optimized design that is efficient, effective and easy to use	Redesign of user interface	
RTM-90	Date driven, enabling reminders, upcoming expirations, upcoming workflow tasks, ticklers, alerts, etc.	High	Land Agents	New technology, mode or method of doing tasks in an efficient and effective manner	Expanded system capabilities	
RTM-91	Ability to support adding a Hawaiian styled theme on the main system screen		Land Agents	New technology, mode or method of doing tasks in an efficient and effective manner	Redesign of user interface	
	USER SECURITY					
RTM-92	Ability to manage and create user accounts from a single security	High	IT	An optimized design that is efficient, effective and	Expanded system capabilities	Need to see account setup, and

Req #	Requirement Description	Priority	Source	Relates to Objective	Manifests in Deliverable	Comments
	administration environment			easy to use		user security options (i.e. by user group, how granular, etc.)
RTM-93	System supports passwords that are encrypted.					
RTM-94	Supports two-factor authentication.					
RTM-95	Supports password rules (i.e. upper/lower case, numbers symbols, length, automatic expiration, etc.).					
RTM-96	Users are required to change their initial, temporary passwords upon their first logon.					
RTM-97	Users are able to reset their own password.					
RTM-98	The number of unsuccessful logon attempts can be set to three.					
RTM-99	Repeated failed logon attempts will disable the Logon ID.					
RTM-100	Disabled Logon IDs will be automatically reset after 60 minutes have passed.					

Req #	Requirement Description	Priority	Source	Relates to Objective	Manifests in Deliverable	Comments
RTM-101	The idle timeout of the logon session can be set to at least 10 minutes at which time the user will be logged out.					
RTM-102	User accounts which have been inactive for 90 days can be automatically be disabled.					
RTM-103	User accounts can be set up with an expiration date.					
RTM-104	User's access level profiles are based on role-based access control (RBAC).					
RTM-105	User's access levels are based on access control lists (ACL).					
RTM-106	Access control integrates with Microsoft Active Directory.					
RTM-107	Administrators are not able to view other users' passwords.					
RTM-108	Administrators are able to produce a report that shows inactive and disabled user accounts.					
RTM-109	Administrators are able to produce a report that show users' access rights.					

Req #	Requirement Description	Priority	Source	Relates to Objective	Manifests in Deliverable	Comments
RTM-110	Processing functions enforce separation of duties (e.g. transaction booking and approval).					
	ENCRYPTION					
RTM-111	Remote login session over the Internet is encrypted					
RTM-112	Data stored in the database that contains sensitive personal information is encrypted.					
RTM-113	Please list which data encryption standard is utilized in the software.					
	MONITORING/REPORTING					
RTM-114	System supports data validation during data entry	High	IT	Accurate data	Monitor/Evaluate	
RTM-115	System supports audit trail capabilities	High	IT	New technology, mode or method of doing tasks in an efficient and effective manner	Expanded system capabilities	
RTM-116	Activity can be logged at the user level.					
RTM-117	Failed logon attempts and all other security violations are monitored and					

Req #	Requirement Description	Priority	Source	Relates to Objective	Manifests in Deliverable	Comments
	logged					
RTM-118	Security records can be configured to include; IP address, Logon ID, date, time, action/activity, and violation.					
RTM-119	System supports ad hoc reporting and analysis from the log records.					

G. GLOSSARY/TERMS AND ACRONYMS

<u>Abbreviation</u>	<u>Description</u>
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AG	Attorney General
AMS	Asset Management System
BAFO	Best and Final Offer
BOC	Bureau of Conveyances
BRD	Business Requirements Document
B&F	Department of Budget and Finance
B-13, Part 1	Daily Revenue Report
B-13, Part 2	Daily Revenue Summary Report
CCH	City and County of Honolulu Real Estate Office
CP	Central Processing
CPO	Chief Procurement Officer
CPR	Condominium Property Regime
CSF	Copy of Survey Furnished
DAGS	Department of Accounting and General Services
DBMS	Database Management System
DCF	Data Collection Form
DHHL	Department of Hawaiian Home Lands
DLA	District Land Office
DLNR	Department of Land and Natural Resources
DLO	District Land Office
DOBOR	Division of Boating and Ocean Recreation
DOFAW	Division of Forestry and Wildlife
DOT	Department of Transportation
DPO	Departmental Personnel Officer
EA	Environmental Assessment
EO	Executive Order
ETS	Enterprise Technology Services (Formerly OIMT)
Fast Lands	Land accounts managed by DOBOR
GC	General Conditions, issued by the Department of the Attorney General
GET	General Excise Tax
GIS	Geographic Information System
GL	General Lease
HAR	Hawaii Administrative Rules
HIC	Hawaii Information Consortium-DOBOR and State Parks currently use this web based online system
HRS	Hawaii Revised Statutes
INFOR	Software Vendor – Enterprise Asset and Financial Management
LA	Land Agent

LD	DLNR Land Division
LOD	Land Office Deeds
LOPP	Lease of Private Property
LPG	Land Patent Grants
NOD	Notice of Default
OHA	Office of Hawaiian Affairs
OIMT	Office of Information Management and Technology
OIP	Office of Information Practices
Offeror	Any individual, partnership, firm, corporation, joint venture, or representative or agent, submitting an offer in response to solicitation
OS	Operating System
PII	Personally Identifiable Information
PLTIS	Public Land Trust Information System
PAS	Performance Appraisal System
PC	Personnel Clerk
PD	Position Description
PERS/ERS	Personnel / Employee Relations and Safety
PMS	Personnel Management Specialist
PO	Personnel Officer
REIT	Real Estate Investment Trust
RP	Revocable Permit
PSF	Project Status Form
RFP	Request for Proposal
SLDF	Special Land Development Fund
SLIMS	State Land Information Management System, the current land management system utilized by DLNR's Land Division
SLA	Service Level Agreement
SLH	Session Laws of Hawaii
State	State of Hawaii, including each department and political subdivisions
TDA	Temporary Deposit Account
TDR	Treasury Deposit Receipt
TLS	Trust Land Status
TMK	Tax Map Key
TSD	Technical Specification Document
UAC	Universal Accounting Code
UARB	Uniform Accounting and Reporting Branch of DAGS
UXO	Unexploded Ordinance
Yardi	Software Vendor - real estate investment and property management